

Distribution Center Oversight Committee Report
June 2021

Meetings: Monthly on the 2nd & 4th Wednesday at 4pm Eastern.

Committee Email: dcoc@acawso.org

Committee Members:

Sharon F – Committee Chair

Tamara P - Board Trustee

Lucia S – Financial Controller

Nick C – Operations Manager

Keara S – Office Coordinator

Committee Purpose: According to the OPPM, the Oversight Committee’s purpose is “... to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs.” With the creation of the new Publishing Committee, the purpose of the DCOC is under review and will be changing in the months ahead.

Committee Approved Expenditure: Travel expense (\$31.85) for Tamara P. to visit the Signal Hill office on June 16, 2021 to meet the staff and get acquainted with the DC operations. This was her first visit to the Signal Hill DC. - Expense sent to Board for approval.

Summary of Activities:

- Tamara P, one of our new Board members, volunteered to join the committee.
 - In the coming month, the committee will be reevaluating its meeting times to better accommodate both Tamara’s schedule, as well as that of Markus S (Publishing Committee staff).
- In order to provide clarity with respect to whether or not there was an ongoing need for a temporary worker, it was requested that the office create a report of daily order shipment totals from Signal Hill. A report was generated. The Operations Manager determined that the temporary worker was no longer needed.
- There have been printing delays at Bang, which may cause us to run out of stock in Amazon and at Signal Hill on some titles. The information was forwarded to the Board. The updated shipping estimates are:
 - HC BRB - July 28th (a month later than expected)
 - SC BRB - June 24th - a bit of backup on binding
 - Loving Parent Guidebook - July 12th
- A meeting was scheduled with the Publishing Committee in order to discuss areas of responsibility in Amazon. The meeting was held on Friday, June 18th. At that meeting, it was decided that, for Amazon, the DCOC committee would focus on marketplaces in the Americas (currently in Canada, the United States, and Mexico).
- In process: A problem with remote access to the DC security cameras has been identified. The camera representative was contacted and was making arrangements to visit the DC to reset the system.
- Completed: Amazon individual user access accounts have been set up for everyone (Publishing Committee and staff) who’s working in that area.

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- In process: WSO's Amazon UK seller account is currently still in the re-verification process.
- In process: Microsoft Business 365 account setup - accounts have been set up for all Board members and most of our special workers.
 - At the June 9th meeting, Sharon, Nick and Keara looked at some of the functionality of Teams and SharePoint for document storage, staff announcements and approvals.
 - Lucia reported that Brad L (IT Committee Chair) would be installing the software on her laptop remotely; she would contact Sharon if any other information was needed to assist Brad with this.
 - Gloria and Eleni's account will be set up once we're "up and running" with our process
- In process: Ongoing discussion of clarifying job responsibilities for Keara to determine what duties could be performed remotely versus what needs to be done on location in Signal Hill.
- On hold: Nick, will review the end of month inventory procedures to ensure that it can be done proficiently when the Office Coordinator is on vacation or otherwise unavailable.
- In process: The committee began identifying tasks that DCOC had performed in the past in order to coordinate with the Publishing Committee on redefining our purpose and areas of responsibility.

Upcoming Projects:

- Digital signatures for contracts or other approvals
- Migration of files/folders from Dropbox to Microsoft
- Syncing Gmail with Microsoft
- Potential administrative help for the office
- Opening Amazon Japan marketplace
- Creation of a policy for approval for hiring temporary workers.