

Board of Bishops and
Connectional Council Meeting
African Methodist Episcopal Zion Church



Birmingham Sheraton Hotel
2101 Richard Arrington Jr. Blvd. North
Birmingham, AL 35203

July 18-20, 2018

Report:

A. M. E. Zion Publishing House
Corporate Headquarters Operations

Herbert L. Watkins
Chief Operating Officer/ Business Manager

Report

Board of Bishops Meeting
and
2018 Connectional Council

Chief Operating Officer/Business Manager

July 18 - 20, 2018

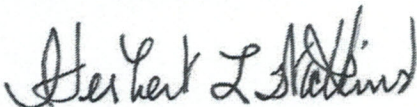
To: Bishop W. Darin Moore President of the Board of Bishops
Bishop Mildred B. Hines Retiring President of the Board of Bishops
Bishop Seth O. Lartey Host Bishop
Bishop George D. Crenshaw Chair of the Communications Board
Members of the Board of Bishops
Members of the Connectional Council

I am most pleased to report that progress continues on plans for strategic infrastructure and operational efficiencies; both within the Publishing House and Corporate Headquarters.

As with most organizational changes, there is always the period of adjustment and new process direction seeking. In prior reports, I've stated there remained very little consensus and commitment toward specific broad scale integrated projects that would yield meaningful and measurable evidences of restructuring. However, I'm pleased to report a coalescing consensus and significant progress made on: General Officer Job Descriptions, Trademark and Copyright asset protection, and Website registration, compliance and certification.

Again, I express grateful appreciations to the Board of Bishops and Connectional Council for their continued confidences, encouragement and guidance. No way, can we be expected to carry out this major paradigm shift without your continued prayers, collective attentions and ongoing involvements.

Respectfully Submitted,



Herbert L. Watkins
COO/Business Manager

Publishing House

Completed user requirements & design specs for new state of the art www.amezpublishing.com website. Incorporated the adopted Website Compliance and Certification Criteria.

As an alternative to other departments becoming NCDOR Sales and Use Tax agents, laid framework for such merchandising departments to have respective web-store fronts within the Publishing House website.

Conducted final user acceptance review and test. Ready to launch on new host server as www.amezpublishinghouse.org.

Implemented production services for in-house hardback book engraving

Implemented process for pre-validation of church client shipping addresses through USPS Address Correction System; thereby, postage savings

Introduced Bulk Mail Indicia to eliminate buying and affixing 5-cent stamps to Quarterly Pre-Order Estimates

Developed and implemented Inventory Management and Stocking Location Controls System. Objective QB versus Physical Inventory within 3% tolerance

Conducted wall-to-wall physical inventory counts to establish initial QB Inventory Management & Controls System on-hand quantity

Submitted 501c3 initial application. Uncovered an earlier Article of Incorporation of AME Zion Publishing House, Inc. filed in July 5, 2005. No record of submission of subsequent required annual reports. Therefore now working with Secretary of State to allow updated amendment and reporting; thereby granting the use of this original Article of Incorporation as pre-requisite for our current 501c3 application.

Publishing House had no digital masters of the seven church booklet offerings Namely: Know Your Church, Right Hand of Fellowship, Trustees and Stewards, Class Leader, Church Worker, Church School Teacher and Sunday School Secretary Book. All production supply made from scanned photocopy. Outcome - less than

desired print quality. Engaged original cover design artist and acquired new graphics cover designs and high resolution digital masters. Engaged graphics production shop to retype and create digital masters for the content pages. With completed digital masters, will seek quote for printing production supplies.

Recommendation:

A subcommittee be formed to:

- (1) Evaluate and update booklet contents and relevance; so as to be consistent with 2016 Book of Discipline and Church polity.
- (2) Upon receipt of new author and/or book requests to be sold through the Publishing House and James Varick Christian Bookstore; will serve as the clearing house that vets and grants acknowledged privilege.