

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

| | | |
|-------------------|-------------------------------------|-------------------------|
| Contractor: | Skamania County Chamber of Commerce | |
| Reporting Period: | September 2019 | |
| Amount Due: | \$ 7,500.00 | Monthly Contract Amount |
| | 240.00 | Program Management Time |
| | <u>7,047.29</u> | Monthly Reimbursables |
| | \$ 14,787.29 | |

VISITOR STATISTICS

| | <u>Stevenson Office</u> |
|---|-------------------------|
| Walk-In Visitors: | 321 |
| Telephone Calls: | 39 |
| E-Mails: | 14 |
| Business Referrals: | 2,391 |
| Tracked Overnight Stays: | 115 |
| Mailings (student, relocation, visitor, letters): | 4 |
| Large Quantity Brochures | 245 |
| Chamber Website Pageviews | 4,076 |
| COS Website Pageviews | 9,019 |

CHAMBER BUSINESS

Chamber Board Meeting: We held our September board meeting with discussions on the Port of Cascade Locks pedestrian crossing project on the Bridge of the Gods, creating a marketing plan for the Chamber and promoting Chamber membership benefits in regional newspapers.

Chamber Membership: We had 3 new members join the Chamber and 6 membership renewals in September.

“Columbia Currents” Monthly Electronic E-Newsletter: The August 2019 issue was deployed to over 1,000 recipients.

“Under Currents” Weekly E-Blast: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest as well as for the Chamber itself.

Chamber Happy Hour: The September Chamber Happy Hour event was held at the Port of Cascade Locks with about 45 people in attendance.

Chamber Marketing, Projects, Action Items:

- Met with Port Commissioners from Cascade Locks regarding their pedestrian crossing project of the Bridge of the Gods.
- Met with Bryan Stebbins from Senator Murray’s office regarding the pedestrian crossing project on the Bridge of the Gods.
- Attended a marketing workshop in Hood River.
- Created new business welcome packets.
- Updated photos on the website.
- Gave quarterly updates to County Commissioners.

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings. Held final Logtoberfest organizational meeting, ordered banners and other supplies, placed ads, created event signage and all other last minute details for the event.

Stevenson Downtown Association (SDA): Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson. Went to County Commissioners meeting to support the Courthouse plaza design.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Deployed monthly newsletter.
- Sent out Christmas in the Gorge craft bazaar vendor applications.
- Met with Marilyn Bolles about Christmas in the Gorge poster.
- Placed ads in Bridge of the Gods Magazine and 2020 Skamania County Visitors Guide.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

| | | |
|-----------|-----------------------------------|-------------------|
| Program 2 | Promotional Products and Projects | |
| P2-D1 | Website | 2,224.23 |
| P2-D2 | Advertising – Print | 1,800.00 |
| P2-D4 | Miscellaneous Marketing | 1,563.76 |
| P2-F | Skamania Lodge Co-op Marketing | 490.00 |
| Program 3 | SBA Event Program | |
| P3-C | 4 th of July Fireworks | 969.30 |
| | | <u>\$7,047.29</u> |

| | <i>2019 Budget</i> | <i>Current Request</i> | <i>Requested YTD</i> | <i>Remaining</i> |
|------------------------------|---------------------------|-------------------------------|-----------------------------|-------------------------|
| Total Program Promo Expenses | 85,000.00 | 7,047.29 | 38,079.16 | \$46,920.84 |

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

| | | | |
|-------|---|-------|------------------|
| P2-D2 | Marketing (print, social media, press releases) | 4 hrs | <u>\$ 120.00</u> |
| P3-B | Christmas in the Gorge | 4 hrs | <u>120.00</u> |
| | | 8 hrs | <u>\$ 240.00</u> |