

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	January, 2022	
Amount Due:	\$ 9,166.00	Monthly Contract Amount
	1,000.00	Program Management Time
	<u>2,214.43</u>	Monthly Reimbursables
	\$ 12,380.43	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	130
Telephone Calls:	67
E-Mails:	12
Business Referrals:	441
Tracked Overnight Stays:	17
Mailings (student, relocation, visitor, letters):	2
Chamber Website Pageviews	4,283
COS Website Pageviews	2,419

CHAMBER BUSINESS

Chamber Board Meeting: In January our board meeting focused on updates on Government Affairs Program progress, approving bylaw revisions, board vacancies, new annual report and Chamber Annual Dinner.

Chamber Membership: We had 2 new members join the Chamber and 12 membership renewals in January.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,100 recipients.

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

Chamber Marketing, Projects, Action Items:

- Placed ads
- Updated resource page and job posting page in Info Hub
- Added all 2022 events and updated membership benefits on website
- Updated dues structure in GrowthZone and sent out announcement of new dues amounts
- Revised membership benefits list and sent out announcement to membership
- Updated Accommodations, Dining and Event Cards for lure brochure
- Sent Summer events to Skamania Lodge to be included in their Summer Guide publication
- Started planning Gorge Blues and Brews Festival
- Created new Annual Report for 2021
- Held Chamber Annual Dinner and Awards Ceremony
- Bi-weekly meetings with Washington Chamber Executives

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Created 2021 Income and Expense report.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting, promotion committee meetings. Organizing a Soup and Stew Smackdown for March.

(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:

- Monthly meeting with NB Marketing for progress updates on our marketing plan and to review analytics
- Placed ads
- Promote Stevenson as a travel destination on social media
- Added 2022 calendar of events to website
- Added map of Stevenson to website
- New webcams were purchased for Bob's Beach and Kite Beach. Will be installed and live in February.
- Organized an un-decorating day to take down holiday decorations

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2 Promotional Products and Projects	
P2-D1 Website	\$ 757.39
P2-D2 Social Media and Print Ad Creation	\$1,000.00
P3-B Christmas in the Gorge	\$ 457.04
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	\$2,214.43

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Monthly flat rate for program management \$1,000.00

	<i>2021 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	\$85,000.00	\$3,214.43	\$3,214.43	\$81,785.57