

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	January 2019	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	180.00	Program Management Time
	<u>225.34</u>	Monthly Reimbursables
	\$ 7,905.34	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	102
Telephone Calls:	62
E-Mails:	20
Business Referrals:	1205
Tracked Overnight Stays:	18
Mailings (student, relocation, visitor, letters):	6
Large Quantity Brochures	405
Chamber Website Pageviews	3,474
COS Website Pageviews	5,686

CHAMBER BUSINESS

Chamber Board Meeting: The January Board Meeting was held with discussion items including finalizing our budget for 2019, Chamber Annual Dinner and Auction, creating a strategic plan for the Chamber and staff goals and projects for 2019.

Chamber Membership: We had 3 new members join in January and 25 renewals.

“Columbia Currents” Monthly Electronic E-Newsletter: The January 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 Break” Morning Networking Session: We did not have a Chamber Break in January due to lack of a host.

Chamber Happy Hour: In January, the Chamber hosts its Annual Dinner and Award Ceremony in lieu of our regularly scheduled Happy Hour event. About 200 people were in attendance. We brought in \$4,500 in sponsorships as well as \$5,725 from our auction.

Chamber Marketing, Projects, Action Items:

- Worked with D Studios to set-up quarterly updates on our featured event page along with images on the home page of the Chamber’s website.
- Met with Beacon Rock Designs to re-design/update the Chamber’s lure brochure.
- Phone meeting with KATU regarding marketing opportunity; creation of 2 minute promo video to be aired on AM Northwest, posted on KATU.com as well as a Facebook promotional campaign.

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.

Stevenson Downtown Association (SDA): Attended SDA annual retreat and worked with Promotion Committee members on creation of a historical walking tour of Stevenson.

Skamania County: Met with Sheriff Dave Brown regarding the creation of a strategic plan for Skamania County. Met with Alex and Sara from Skamania Community Events and Recreation regarding summer events.

(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:

- Held monthly SBA meeting.
- Met with SBA President, Tom Mead, to discuss ideas for re-energizing the SBA and getting more involvement in meetings and events.
- Held Gorge Blues and Brews Festival Committee meeting.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects		
P2-B	Stevenson Map Printing		\$ 213.25
P2-D1	Website		<u>12.09</u>
			\$ 225.34

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	2 hrs	\$ 60.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues and Brews	4 hrs	<u>120.00</u>
		6 hrs	\$ 180.00