

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	July 2019	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	240.00	Program Management Time
	<u>2,539.16</u>	Monthly Reimbursables
	\$ 10,279.16	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	728
Telephone Calls:	56
E-Mails:	30
Business Referrals:	3,764
Tracked Overnight Stays:	317
Mailings (student, relocation, visitor, letters):	7
Large Quantity Brochures	991
Chamber Website Pageviews	6,537
COS Website Pageviews	12,886

CHAMBER BUSINESS

Chamber Board Meeting: We do not hold a Chamber board meeting in July.

Chamber Membership: We had 3 new members join in July and 24 renewals.

“Columbia Currents” Monthly Electronic E-Newsletter: The July 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 July Chamber Happy Hour event was held at ROOTS Farmacy with about 40 people in attendance.

Chamber Marketing, Projects, Action Items:

- 10 people attended the Chamber’s Brown Bag Lunch Workshop on Social Media on July 24.
- Sent photos and community information to be included on columbiagorgecarfree.com
- Held 4th of July Celebration with live music and fireworks
- Updated Chamber website with new rental properties at the Wind River Business Park
- Met with Bean Sprout Marketing regarding digital media advertising opportunities

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. Logtoberfest organizing committee met to start planning this year’s event.

Stevenson Downtown Association (SDA): Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson. Met twice in July to determine tour route and points of interest. Attended quarterly board meeting and attended Stevenson City Council meeting.

(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:

- We do not hold an SBA meeting in July
- Deployed monthly newsletter
- Met with Marie to go over contract deliverable for City of Stevenson in regards to SBA/SDA merger

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 1	Stevenson Street Enhancement	
P1-C	Kiosk maintenance/service	31.77
Program 2	Promotional Products and Projects	
P2-B	Stevenson Map Printing	213.25
P2-D1	Website	1,002.14
P2-D2	Advertising – Print	900.00
P2-F	Skamania Lodge Co-op Projects	245.00
Program 3	SBA Event Program	
P3-C	4 th of July Fireworks	147.00
		<u>147.00</u>
		\$2,539.16

	<i>2019 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	2,539.16	30,032.06	\$54,967.94

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	4 hrs	\$ 120.00
Program 3	Stevenson Business Association Events		
P3C	4 th of July	4 hrs	<u>120.00</u>
		8 hrs	\$240.00