

# CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	September, 2022	
Amount Due:	\$ 9,166.00	Monthly Contract Amount
	1,000.00	Program Management Time
	<u>3,983.94</u>	Monthly Reimbursables
	\$ 14,149.94	

## VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	375
Telephone Calls:	55
E-Mails:	35
Business Referrals:	1,075
Tracked Overnight Stays:	101
Mailings (relocation & visitor packets):	4
Chamber Website Pageviews	4,270
COS Website Pageviews	16,177

## CHAMBER BUSINESS

**Chamber Board Meeting:** September's board meeting focused on how the Chamber could assist start-up businesses.

**Chamber Membership:** We had 3 new member join the Chamber and 15 membership renewals in September.

**Chamber E-Newsletter:** The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,300 recipients.

**Facebook Pages:** The Chamber manages Facebook pages for Visit Stevenson, WA, Christmas in the Gorge, Wind River Business Association as well as for the Chamber itself.

### **Chamber Marketing, Projects, Action Items:**

- Monthly meeting with NB Marketing for progress updates on our marketing plan and to review analytics
- Placed ads
- Held Chamber Coffee Break and Chamber Happy Hour networking events
- Held ribbon cutting events for CASS Mobile Art and Traverse PNW Market
- Co-hosted Chamber Golf Day event with Skamania Lodge
- Created new waterfall map for Skamania County – added to website and ordered printed pads
- Added monthly travel blog about waterfalls to website
- Worked with influencer on wine tour in October
- Sent out annual membership needs assessment survey
- Sent October events to the Pioneer and Observer
- Added new fall events to website – updated featured events page and home page
- Updated entire policy manual with main focus on financial policy
- Worked with facilitator on topics and agenda board retreat for October
- Held Government Affairs Council meeting
- Continue to work on Candidate Forum event for October – sent out press release and placed ads
- Met with 3 new business owners
- Helped plan meet and greet for Association of Washington Business Manufacturing Tour stop in Stevenson
- Monthly meeting with Washington Chamber Executives

### **County/Regional/State Meeting and Projects:**

**Wind River Business Association (WRBA):** Serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Finished banners for downtown Carson.

**Stevenson Downtown Association (SDA):** Attend monthly SDA board meeting, promotion committee meeting, holiday lighting committee meeting and WA Main Street progress visit.

*(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 to review analytics and plan for action items for next month
- Placed ads with new artwork
- Promote new businesses, Sandwich Smackdown and waterfalls on social media
- Held waterfall photo contest on social media
- Added monthly travel blog about waterfalls and link to new waterfall map to website
- Updated info on hiking/biking webpage
- Boosted ads on social media for blog and waterfall photo contest
- Worked with Pheonix Technology on getting new weather station and downtown webcam live on website
- Ordered more re-usable Stevenson shopping bags
- Started organizing Christmas in the Gorge event for December. Sent out Bazaar vendor applications, ordered Christmas trees to sell and applied for parade permit from WSDOT.

**2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

P2-D1	Website	\$1,283.94
P2-D2	Social Media and Print Ad Creation	\$1,350.00
P2-D3	Boosting	\$ 100.00
P2-D6	Images	\$1,250.00
		\$3,983.94

**2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME**

Monthly flat rate for program management \$1,000.00

	<b><i>2022 Budget</i></b>	<b><i>Current Request</i></b>	<b><i>Requested YTD</i></b>	<b><i>Remaining</i></b>
Total Program Promo Expenses	\$85,000.00	\$4,983.94	\$40,364.35	\$44,635.65