

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

Contractor: Skamania County Chamber of Commerce
Reporting Period: November 2018
Amount Due: \$ 7,500.00 Monthly Contract Amount
1,020.00 Program Management Time
14,467.74 Monthly Reimbursables
\$ 22,987.74

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	105
Telephone Calls:	28
E-Mails:	9
Business Referrals:	586
Tracked Overnight Stays:	38
Mailings (student, relocation, visitor, letters):	2
Large Quantity Mailings (guides, brochures, etc.)	392
Chamber Website Pageviews	3,358
COS Website Pageviews	5,695

CHAMBER BUSINESS

Chamber Board Meeting: The November Board meeting was held with discussion items including staff hiring updates, lease agreement with Umpqua Bank for office space, update on new health insurance policy for staff, upcoming events, etc.

Chamber Membership: We had one new members in November and 8 renewals.

“Columbia Currents” Monthly Electronic Newsletter: The November 2018 issue was deployed on Thursday, November 1 to over 1,000 recipients. Individuals continue to sign up for the e-newsletter via the website.

“Under Currents” Weekly E-Blast: The e-blast, consisting of three sections – Activities & Events, Announcements and Updates and New Members - is delivered weekly on Thursday afternoons.

“Chamber Break” Morning Networking Session: The November Chamber Break took place at Bridgeside Restaurant in Cascade Locks. 16 people attended.

Chamber Happy Hour: We held our Annual Small Business Showcase in November at the Columbia Gorge Interpretive Center Museum. 16 businesses/organizations hosted a table at the event and approximately 60 people were in attendance.

Chamber Facebook Page: Posting updates several times per week including sharing of member events and activities. Currently at 1,567 followers. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Updated chamber membership list and 2019 calendar of events for placement in the 2019 Skamania County Visitors Guide.
- Organized and held the Annual Small Business Showcase to promote small businesses and non-profit organizations in the area.
- Updated kiosk at Cape Horn Trailhead and continue to fill with Skamania County Visitor Guides.
- Met with City of Stevenson and Skamania County LTAC committees for review 2019 funding requests.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- Christmas in the Gorge
- Chamber/Port/EDC Holiday Open House
- Chamber Annual Dinner

LOCAL/REGIONAL/STATE MEETINGS AND PROJECTS:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings. Other WRBA activity included:

- Bigfoot Bash at Logtoberfest: Organized and attending meeting to recap the event and to start planning for next year’s festivities.
- Christmas in Carson: Will help with getting supplies and serving cookies and hot chocolate at the event in December.

Stevenson Business Association (SBA): Canceled SBA monthly meeting due to family emergency.

Stevenson Downtown Association (SDA): Attended SDA meeting and worked with Promotion Committee members.

Columbia Gorge Tourism Alliance (CGTA):

- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- RARE Placement: Supervising RARE member’s daily activities.
- Gorge Tourism Alliance:
 - Participated in core team meetings.
 - Receiving CGTA partner applications and payments.
 - Managing CGTA Facebook page. Currently at 2882 followers.

Skamania County Fair Board: Attended monthly fair board meeting to start planning for 2019 fair.

(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:

- Worked with Sasquatch Advertising on updating Stevenson’s photo campaign.
- Deployed winter newsletter to over 1,000 recipients.
- Solicited business participation in Christmas in the Gorge event.
- Solicited business participation in and Shop Stevenson for the Holidays campaign.
- Created and distributed schedule of events for Christmas in the Gorge.
- Placed ad for Christmas in the Gorge and Shop Stevenson for the Holidays.
- Posted updates and announcements on Stevenson Facebook page and Christmas in the Gorge Facebook page. Currently at 3293 fans.

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects		
P2-D1	Website		\$1,435.94
P2-D2	Marketing Campaign		10,112.64
P2E	Wind River Publishing Advertisements		586.00
P2F	Skamania Lodge Cooperative Projects		245.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues and Brews Festival		155.84
P3B	Christmas in the Gorge		<u>1932.32</u>
			\$ 14,467.74

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases, etc.)	6 hours	\$ 180.00
Program 3	Stevenson Business Association Events		
P3B	Christmas in the Gorge	28 hours	<u>840.00</u>
		34 hours	\$ 1,020.00