

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	March 2019
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	270.00 Program Management Time
	<u>7,374.00</u> Monthly Reimbursables
	\$ 15,144.00

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	197
Telephone Calls:	53
E-Mails:	10
Business Referrals:	1,798
Tracked Overnight Stays:	37
Mailings (student, relocation, visitor, letters):	4
Large Quantity Brochures	1,200
Chamber Website Pageviews	3,452
COS Website Pageviews	7,054

CHAMBER BUSINESS

Chamber Board Meeting: The March Board Meeting was held with discussion items including hiring summer staff, fundraiser ideas, and updates on staff goals and projects. Question for discussion; Describe your interest in serving on the Chamber Board and what skills and background do you offer as a board member?

Chamber Membership: We had 4 new members join in March and 6 renewals.

“Columbia Currents” Monthly Electronic E-Newsletter: The March 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: Our March Chamber Break was hosted by Portside Chiropractic with 12 people in attendance

Chamber Happy Hour: We did not have a Chamber Happy Hour event in March due to lack of a host.

Chamber Marketing, Projects, Action Items:

- Met with Bryan Stebbins from Senator Murray’s office to discuss regional tourism and Chamber funding issues (Title II RAC grant).
- Attended EDC’s Annual luncheon and round table with Washington State Lieutenant Governor Cyrus Habib.
- Sent new photos and map to Beacon Rock Designs for Chamber’s lure brochure.
- Finalized designs and ordered prints for 5 out of 6 new kiosk panel inserts.
- Placed ads in Sail the Gorge magazine, Columbia Gorge to Mt. Hood Visitors Guide and Best Western Columbia River Inn’s in-room guest directory.
- Visited 5 businesses to invite them to join the Chamber.
- Found an instructor and scheduled first Brown Bag Workshop.

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. Will be helping to organize a new ice cream social event on 4th of July.

Stevenson Downtown Association (SDA): Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson. Recorded stories with local resident Curt Skaar for walking tour. Finished organizing Annual Stevenson Clean-up Day and Mural Unveiling.

Columbia Gorge Tourism Alliance (CGTA): Attended bi-monthly tourism alliance meeting in The Dalles to discuss upcoming opportunities and challenges for the Gorge region this summer season.

(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 Danny Petty from Sasquatch Advertising to create promotional strategy for 2019.
- Met with Tom Meade, SBA President, to create draft mission Statement for SBA and survey questions for businesses to encourage involvement.
- Continue to work on Gorge Blues and Brews Festival: Order products, security, ATM services, place ads, update event website and Facebook page. Met with KOIN TV Rep. Brad Hutchison about digital marketing for the event.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects		
P2-D1	Website		222.09
P2-D2	Advertising – Print		1,700.00
P2-F	Skamania Lodge Co-op Marketing		735.00
Program 3	SBA Event Program		
P3-A	Gorge Blues and Brews Festival		4,716.91
			\$7,374.00

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	5 hrs	\$ 150.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues and Brews	4 hrs	120.00
		8 hrs	\$ 270.00