

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce		
Reporting Period:	June, 2022		
Amount Due:	\$ 9,166.00	Monthly Contract Amount	
	1,000.00	Program Management Time	
	9,085.14	Gorge Blues and Brews Festival	
	<u>2,101.14</u>	Monthly Reimbursables	
	\$ 21,352.28		

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	315
Telephone Calls:	88
E-Mails:	48
Business Referrals:	897
Tracked Overnight Stays:	106
Mailings (student, relocation, visitor, letters):	5
Chamber Website Pageviews	4,748
COS Website Pageviews	11,660

CHAMBER BUSINESS

Chamber Board Meeting: In June our board meeting focused on Government Affairs issues analysis & council application process, adjustment in plans to switch to tiered dues structure and discussion about Cascade Avenue in Stevenson.

Chamber Membership: We had 2 new members join the Chamber and 22 membership renewals in June.

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 networking events
- Added monthly travel blog about the Gorge Blues and Brews Festival to website
- Made changes to membership directory page on website
- Added the ability for members to add events to the Chamber's online calendar
- Created and sent out a tutorial video on how to add events to the online calendar
- Sent out monthly membership survey – posted last month's survey results
- Sent June and July events to the Pioneer and Observer
- Sent out press release about new job postings page on the Chamber's website
- Announced opening of Government Affairs Council positions
- Applied for WA Commerce grant
- Bi-weekly meetings with Washington Chamber Executives

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Helped apply for WA Commerce grant for festivals. Assisted with signs, raffle basket and new POS system for 4th of July event.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting and promotion committee meetings. Volunteered at the new SDA booth at the Farmers Market and attended ribbon cutting for the Sreatery.

(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
- Promote Stevenson as a travel destination on social media
- Added monthly travel blog about Gorge Blues and Brews Festival to website
- Updated business listings on website
- Purchase 2 new webcams and weather station. Met with Pheonix technologies to find best locations for the new equipment. Worked with property owners to get approvals for installation.
- Boosted ads on social media for Gorge Blues and Brews Festival and Blog
- Executed Gorge Blues and Brews Festival along with Choice Events

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 301.14
P2-D2	Social Media and Print Ad Creation	\$1,350.00
P2-D3	Boosting	\$ 100.00
P2-D5	Ad placement	\$ 100.00
P2-E	Wind River Publishing Ads	\$ 250.00
		\$2,101.14

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Monthly flat rate for program management	\$1,000.00
--	------------

	<i>2022 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	\$85,000.00	\$3,101.14	\$24,713.11	\$60,286.89