

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	December, 2022	
Amount Due:	\$ 9,166.00	Monthly Contract Amount
	1,000.00	Program Management Time
	3,810.19	Christmas in the Gorge
	<u>6,508.64</u>	Monthly Reimbursable
	\$ 20,484.83	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	133
Telephone Calls:	41
E-Mails:	20
Business Referrals:	620
Tracked Overnight Stays:	45
Mailings (relocation & visitor packets):	2
Chamber Website Pageviews	4,953
COS Website Pageviews	15,791

CHAMBER BUSINESS

Chamber Board Meeting: Our December Board meeting focused on finalizing our 2023 budget, electing new Executive officers, staff reviews and changing our meeting schedule for 2023. Executive board members will meet on the odd months and the full board will meet on the even months of the year.

Chamber Membership: We had 3 new member join the Chamber and 11 membership renewals in December.

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
- Small Business Season promotion on Facebook with daily ads and several videos of Bigfoot shopping local
- Held Christmas in the Gorge event
- Updated 2023 calendar of events & membership list and sent to Wind River Publishing for 2023 Visitor Guide
- Sent 2023 calendar of event to be included in Columbia Gorge Visitor Guide
- Updated community pages for 2023 Gorge to Mt Hood Visitor Guide
- Hosted 1 ribbon cutting event
- Held Government Affairs Council meeting
- Hosted webinar with Washington Retail Association on retail theft and public safety
- Started planning Chamber Annual Dinner – sent out nominations for Business and Member of the Year
- 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 Facebook page.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting, promotion committee meetings.

(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 Projects:

- Monthly meeting with NB Marketing to review analytics and plan for action items for next month
- Placed ads
- Accompanied Skamania Lodge on a site tour with Yamaha group – discussed side by side ride route options
- Sent out tourism newsletter about winter activities around the Stevenson area
- Promote holiday events and shopping local on social media

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

P2-D1	Website	\$1,279.14
P2-D2	Social Media and Print Ad Creation	\$1,350.00
P2-D3	Boosting	\$ 100.00
P2-E	Wind River Publishing Ads	\$1,259.00
P2-F	Skamania Lodge Co-Op	\$2,520.50
		<u>\$6,508.64</u>

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	\$7,508.64	\$61,434.03	\$23,565.97