

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	August 2018	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	210.00	Program Management Time
	<u>746.89</u>	Monthly Reimbursables
	\$ 8,456.89	

VISITOR STATISTICS

	<u>Stevenson Office</u>	<u>Outpost</u>
Walk-In Visitors:	962	770
Telephone Calls:	85	
E-Mails:	27	
Business Referrals:	2,404	1,976
Tracked Overnight Stays:	292	43
Mailings (student, relocation, visitor, letters):	22	
Large Quantity Mailings (guides, brochures, etc.):	410	
Chamber Website Pageviews	5,060	
COS Website Pageviews	14,083	

CHAMBER BUSINESS

Chamber Board Meeting: The August Board meeting was held with discussion items including event recaps, visitor stats, staff recruitment, hiking access, etc.

Chamber Membership: We had four new members in August and 22 renewals.

“Columbia Currents” Monthly Electronic Newsletter: The August 2018 issue was deployed on Thursday, August 2 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: No Chamber Break took place in August.

Chamber Happy Hour: The August Happy Hour was hosted by Costco at Teo Park on Stevenson's waterfront with approximately 40 in attendance. Attendees learned more about Costco discounts and member benefits.

Chamber Facebook Page: Posting updates several times per week including sharing of member events and activities. Currently at 1,548 followers. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Assisted freelance travel writer with suggestions for article on Skamania County to be published in The Ranger and Living Local 360.
- Assisted travel writer with content for article in Jewish in Seattle.
- Assisted visitor with complete Highway 14 itineraries.
- Assisted travel writer with information about Columbia Gorge Sternwheeler.
- Sponsored trophy for Columbia Gorge Interpretive Center Museum's Show N' Shine car show. Also provided gift basket for raffle prize. Created 150 goody bags for car show participants.
- Delivered Skamania County visitor guides to Pine Creek Information Station.
- Provided summer visitor statistics to The Columbian for article related to one-year anniversary of Eagle Creek Fire.
- Participated in phone interview with Pacific County contractor who was working on tourism strategies.
- Provided content for Scenic WA article on fall adventures in the Gorge.
- Updated kiosk at Cape Horn Trailhead and continue to fill with Skamania County Visitor Guides.
- Continuously post information on Chamber Facebook page, including welcome to new members. Currently at 1,548 followers.
- Organized and executed Skamania County Fair parade with over 50 entries. Provided parade results to Pioneer.
- Participated in phone interview with Gabe Kohler, OSU grad student contracted by USFS to do socio-economic study on Skamania County.
- Attended Brownfield Assessment meeting.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- Skamania County Fair
- Bigfoot Bash at Logtoberfest
- Christmas in the Gorge

LOCAL/REGIONAL/STATE MEETINGS AND PROJECTS:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills and reconcile bank statements. Did not attend monthly meeting due to schedule conflict. Other WRBA activity included:

- Finalized set up with Umpqua Bank for WRBA/CEKC checking account.
- Logtoberfest Planning: Created display ad, solicited poster design, receiving vendor applications, revised sponsor information, etc. Held Logtoberfest planning meeting at venue. Updating Facebook page with 2077 followers.

Stevenson Business Association (SBA): Composed SBA agenda and held meeting with discussion items including fair updates, SDA developments, COS updates, etc.

Stevenson Downtown Association (SDA): August SDA meeting was cancelled.

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:
 - Proofed new East Gorge Food Trail map and brochure.
 - Participated in phone interview with moderator for upcoming board development session.
 - Attended CGTA board meeting and prepared treasurer report. Substituted for secretary and took minutes.
 - Attended CGTA Tourism Summit committee meeting.
 - Solicited quotes for general insurance coverage for organization.
 - Attended day-long board development session.
 - Receiving CGTA partner applications and payments.
 - Managing CGTA Facebook page. Currently at 2866 followers.

Skamania County Fair Board: Worked information booth shift during the Fair. Served as Market Sale cashier for \$255,000 auction. Created fair schedule as advertisement and placed in regional newspapers.

US Forest Service-Gifford Pinchot National Forest: Traveled to Cascade Peaks Visitor Information Station at Windy Ridge in GPNF to discuss status of site and potential partnerships.

(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:

- Assisted with distribution of COS broadband survey and participated in interview regarding broadband.
- Created and placed Gorge Blues & Brews Festival thank you ad.
- Met with local business owner and representative of Stevenson Firemen's Association to discuss potential spring event designed to benefit Fire Department.
- Attended good-bye party for COS retiree.
- Posted updates and announcements on Stevenson Facebook page. Currently at 3258 fans.

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 1	Stevenson Street Enhancement	
P1C	Diebond Maintenance	\$ 201.94
Program 2	Promotional Products and Projects	
P2-D1	Website	444.95
P2-D4	Other (Images)	<u>100.00</u>
		\$ 746.89

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases, etc.)	5 hours	150.00
P2-D4	Other	1 hour	30.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival	<u>1 hour</u>	<u>30.00</u>
		7 hours	\$ 210.00