

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	February 2019
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	240.00 Program Management Time
	<u>751.74</u> Monthly Reimbursables
	\$ 8,491.74

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	62
Telephone Calls:	52
E-Mails:	18
Business Referrals:	1,133
Tracked Overnight Stays:	10
Mailings (student, relocation, visitor, letters):	3
Large Quantity Brochures	105
Chamber Website Pageviews	3,394
COS Website Pageviews	7,879

CHAMBER BUSINESS

Chamber Board Meeting: The February Board Meeting was held with discussion items including Gorge-ous Night Out events in Salem and Olympia, postponing strategic planning until fall/winter, budget concerns, completing kiosk panels and new brochure, new business welcome packets, quarterly brown bag lunch workshop and new member recruitment. Question for discussion; What are your concerns in regards to the future of the Chamber?

Chamber Membership: We had 2 new members join in February and 11 renewals.

“Columbia Currents” Monthly Electronic E-Newsletter: The February 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 February Chamber Break was canceled due to weather. Our host, Portside Chiropractic, rescheduled for March.

Chamber Happy Hour: The February Chamber Happy Hour event was held at the Columbia River Gorge Interpretive Center Museum with about 35 people in attendance. We sold raffle tickets for a gift basket as a small fundraiser for the Chamber and made \$94. We will continue to do this at each Happy Hour event this year with raffle items being donated by local businesses.

Chamber Marketing, Projects, Action Items:

- Sent new winter and spring images to D Studios for the Chamber’s website. Discussed new options for the Under Currents newsletter layout.
- Continuing to work with Beacon Rock Designs to re-design the Chamber’s lure brochure.
- Met with Kari Fagerness to work on creating a joint new business welcome packet for the Chamber and EDC to distribute to new businesses in Skamania County.
- Created/placed ad in Washington State Visitors Guide.
- Assisted with Ribbon Cutting Ceremony at the Grand Opening of Wind River Fitness.

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.

Stevenson Downtown Association (SDA): Attended SDA meetings and worked with Promotion Committee members on creation of a historical walking tour of Stevenson. Started organizing the Annual Stevenson Clean-up Day.

(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.
- Worked with Sasquatch Advertising on new ads.
- Creating a fact sheet on the differences between the SBA, SDA and Chamber.
- Started organizing the 2019 Gorge Blues and Brews Festival: sent out brewery invitations, food vendor applications, sponsorship applications, updated event website and Facebook pages, set-up online ticketing and camping reservations.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects		
P2-B	Stevenson Map Printing		\$ 198.00
P2-D1	Website		432.09
P2-D2	Advertising – Print		<u>121.65</u>
			\$ 751.74

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	2 hrs	\$ 60.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues and Brews	6 hrs	<u>180.00</u>
		8 hrs	\$ 240.00