

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	October, 2022	
Amount Due:	\$ 9,166.00	Monthly Contract Amount
	1,000.00	Program Management Time
	<u>9,610.91</u>	Monthly Reimbursables
	\$ 19,776.91	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	281
Telephone Calls:	48
E-Mails:	30
Business Referrals:	995
Tracked Overnight Stays:	66
Mailings (relocation & visitor packets):	4
Chamber Website Pageviews	3,694
COS Website Pageviews	13,495

CHAMBER BUSINESS

Chamber Board Meeting: In October we held our Annual Board Retreat to review our annual membership survey and update our strategic plan.

Chamber Membership: We had 3 new member join the Chamber and 19 membership renewals in October.

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 - Chamber Happy Hour was cancel by the host for an emergency
- Held Candidates Forum event
- Started planning for Government Affairs Luncheon in December
- Attended meet and greet for Association of Washington Business Manufacturing Tour stop in Stevenson
- Shared Small Business Season promo with Chamber members
- Sent monthly events to the Pioneer and Observer
- Updated seasonal photos on website
- Worked with Wind River Publishing on new photos, cover and updates to resource pages for 2023 Skamania Visitor Guide
- Sent information on proposed natural gas ban to membership
- Held Government Affairs Council meeting
- Submitted letter of support for Library's EV grant application
- Applied for LTAC funds from City of Stevenson and Skamania County
- Met with 2 new business owners
- Created draft budget for 2023
- Attended Washington Chamber Executives Conference
- 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. Applied for LTAC funds from Skamania County.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting, promotion committee meeting, holiday lighting committee meetings. Launched Sandwich Smackdown promotion!

(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 with new artwork
- Updated seasonal photos on website
- Hosted influencer for wine tour
- Attended Stevenson Waterfront Trail meeting hosted by the Port of Skamania
- Continue to promote Sandwich Smackdown, hiking and waterfalls on social media
- Updated artwork for Multnomah Falls display
- Placed ads for Christmas in the Gorge event for December. Worked with Marilyn Bolles on event poster.

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

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	\$1,656.00
P2-D7	Promotional Items	\$1,814.10
P2-D8	FAM Tours	\$1,482.93
P2-F	Skamania Lodge Co-op Marketing	<u>\$2,906.74</u>
		\$9,610.91

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Monthly flat rate for program management	\$1,000.00
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	2022 Budget	Current Request	Requested YTD	Remaining
Total Program Promo Expenses	\$85,000.00	\$10,610.91	\$50,975.26	\$34,024.74