

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce		
Reporting Period:	June 2019		
Amount Due:	\$ 7,500.00	Monthly Contract Amount	
	2,520.00	Program Management Time	
	<u>3,648.76</u>	Monthly Reimbursables	
	\$ 13,668.76		

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	667
Telephone Calls:	65
E-Mails:	65
Business Referrals:	2,957
Tracked Overnight Stays:	72
Mailings (student, relocation, visitor, letters):	10
Large Quantity Brochures	845
Chamber Website Pageviews	4,972
COS Website Pageviews	10,872

CHAMBER BUSINESS

Chamber Board Meeting: The June Board Meeting was held with discussion items including an update on upcoming summer events and the possibility of merging the SBA and SDA. Discussion question: "If a donor came to us today with \$1 million dollars, what do you think our first priority should be for using that money?"

Chamber Membership: We had 4 new members join in June and 15 renewals.

"Columbia Currents" Monthly Electronic E-Newsletter: The June 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 Happy Hour: The June Chamber Happy Hour event was held at Cedar Creek Alpaca Farm with about 20 people in attendance.

Chamber Marketing, Projects, Action Items:

- Organized next Chamber Brown Bag Lunch Workshop.
- Met with representatives from American Cruise Lines regarding how we can work together to get passengers to spend more time and money while they are at our port.
- Attended Skamania EDC's Pub Talk event.
- Updated events on Chamber website.
- Visited 2 businesses to invite them to join the Chamber.

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): Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson.

Columbia Gorge Tourism Alliance (CGTA): Continue to work on a Food Trail on the Washington side of the Gorge.

(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.
- Deployed monthly newsletter.
- Organized 4th of July festivities and placed ads for the event.
- Held 26th Annual Gorge Blues and Brews Festival on June 21-22.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-B	Stevenson Map Printing	213.25
P2-D1	Website	12.09
P2-D2	Advertising – Print	622.94
P2-E	Wind River Publishing Ads	250.00
Program 3	SBA Event Program	
P3-A	Gorge Blues and Brews Festival	<u>2,550.48</u>
		\$3,648.76

	<i>2019 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	3,648.76	27,492.90	\$57,507.10

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	4 hrs	\$ 120.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues and Brews	80 hrs	<u>2,400.00</u>
		84 hrs	\$ 2,520.00