

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	October 2019
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	420.00 Program Management Time
	<u>433.09</u> Monthly Reimbursables
	\$ 8,353.09

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	211
Telephone Calls:	47
E-Mails:	19
Business Referrals:	1,784
Tracked Overnight Stays:	45
Mailings (student, relocation, visitor, letters):	0
Large Quantity Brochures	175
Chamber Website Pageviews	4,503
COS Website Pageviews	8,515

CHAMBER BUSINESS

Chamber Board Meeting: We held our October board meeting with discussions on our ongoing membership drive, the next brown bag workshop, change in phone and computer service providers, upcoming chamber networking events and hiring a facilitator for the strategic planning process.

Chamber Membership: We had 2 new members join the Chamber and 19 membership renewals in October.

“Columbia Currents” Monthly Electronic E-Newsletter: The October 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 October Chamber Happy Hour event was held at Resort at Skamania Coves with about 50 people in attendance.

Chamber Marketing, Projects, Action Items:

- Submitted LTAC applications for funding to City of Stevenson and Skamania County.
- Visited 8 businesses as part of an ongoing membership drive.
- Met with two potential facilitators to discuss the strategic planning process for the Chamber.
- Had two meetings about creating new marketing plans for the Chamber.
- Updated featured events on website.
- Placed ad in 2020 Columbia River Gorge Magazine and new website.
- Held Brown Bag Lunch Workshop on Instagram 101.
- Created Instagram page for the Chamber.
- Attended Stevenson City Council Meeting to give an update on Chamber activities.

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. Successfully executed annual Logtoberfest event with approximately 1,200 people in attendance.

Stevenson Downtown Association (SDA): Attended quarterly SDA board meeting. Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson.

(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:

- Deployed monthly newsletter.
- Had two meetings about creating new marketing plans for the Stevenson Business Association.
- Ordered Christmas trees to sell at A&J Select and secured tree for Courthouse lawn.
- Placed Holiday ads in River Talk Weekly, Skamania County Pioneer and the Gorge Business News.
- Worked with Skamania Lodge on co-op marketing brochure for the holidays.
- Organized Breakfast with Santa, arranged for volunteers to decorate downtown, ordered new decorations, applied for parade permits for Christmas in the Gorge.
- Placed ad in 2020 Columbia River Gorge Magazine and new website.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 222.09
Program 3	SBA Event Program	
P3-B	Christmas in the Gorge	<u>211.00</u>
		\$ 433.09

	<i>2019 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	8,353.00	46,432.16	\$38,567.84

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	8 hrs	<u>\$ 240.00</u>
P3-B	Christmas in the Gorge	6 hrs	<u>180.00</u>
		14 hrs	\$ 420.00