

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	August, 2022	
Amount Due:	\$ 9,166.00	Monthly Contract Amount
	1,000.00	Program Management Time
	<u>4,590.05</u>	Monthly Reimbursables
	\$ 14,756.05	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	541
Telephone Calls:	54
E-Mails:	34
Business Referrals:	1,286
Tracked Overnight Stays:	132
Mailings (relocation & visitor packets):	6
Chamber Website Pageviews	4,672
COS Website Pageviews	17,608

CHAMBER BUSINESS

Chamber Board Meeting:

Chamber Membership: We had 1 new member join the Chamber and 25 membership renewals in August.

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 and Chamber Happy Hour networking events
- Held ribbon cutting event for Tenzen Cabins and Springs
- Added monthly travel blog about fishing to website
- Working with influencer on waterfall tour for fall
- Sent out monthly membership survey – posted last month's survey results
- Sent September events to the Pioneer and Observer
- Added new fall events to website
- Held new member orientation session
- Sent info on Washington State's minimum wage increase to membership
- Filled Government Affairs Council seats – created council agreement, code of conduct, conflict of interest forms
- Organized Candidate Forum event for October
- Added links to voter information on the Chamber website
- Met with hotel consulting firm to go over visitor stats, local recreation opportunities, festival/events, etc
- Met with new owners of Carson Hot Springs Resort
- Attended Chamber Academy in Sacramento, CA
- 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 the WRBA Facebook page. Continue to work on banners for downtown Carson.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting, promotion committee meeting, holiday lighting committee meeting and WA Main Street progress visit.

(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
- Promote summer events, west Gorge Food Trail, fishing and water sports on social media
- Added monthly travel blog about fishing to website
- Boosted ads on social media for blog and Skamania County Fair
- Worked with Skamania Lodge on golf and wine/distillery FAM tours for fall
- Coordinated with Michael Peterson on new photos of Stevenson
- Worked with Pheonix Technology on ordering new weather station and getting approval for installation of new downtown cam on the Courthouse roof
- Met with concerned business owner to find simple solutions to public bathroom issues in Stevenson

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

P2-B	Stevenson map printing	\$ 123.21
P2-D1	Website	\$2,488.84
P2-D2	Social Media and Print Ad Creation	\$1,350.00
P2-D3	Boosting	\$ 100.00
P2-D5	Ad placement	\$ 528.00
		\$4,590.05

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Monthly flat rate for program management \$1,000.00

	<i>2022 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	\$85,000.00	\$5,590.05	\$35,380.41	\$49,619.59