

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	June, 2020	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	330.00	Program Management Time
	1,717.09	Monthly Reimbursables
	<u>2,864.00</u>	PPE Supplies
	\$ 12,411.09	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	264
Telephone Calls:	110
E-Mails:	52
Business Referrals:	1,770
Tracked Overnight Stays:	13
Mailings (student, relocation, visitor, letters):	3
Large Quantity Brochures	60
Chamber Website Pageviews	6,017
COS Website Pageviews	8,403

CHAMBER BUSINESS

Chamber Board Meeting: We held our June board meeting with discussions about progress on the strategic plan.

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

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,100 recipients. We continued to send out an e-blast specifically for COVID-19 updates as needed.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest, Wind River Business Association as well as for the Chamber itself. We continue to manage our new Facebook page promoting take-out dining services in Skamania County. This is an effort to help all local restaurants that have had to close due to COVID-19.

Chamber Marketing, Projects, Action Items:

- Continue ordering/distributing PPE for businesses
- Updated website with links to our Instagram page and new Columbia Gorge Tourism website. Added an email request to receive a free visitor packet and added a new Membership Directory link on the home page.
- Created new paid social media ads Chamber
- Worked with a board committee to review Chamber by laws and make revisions
- Working with Washington State Tourism Alliance on "Explore Washington's Backyard" campaign
- Working with Washington Hospitality Association on safe re-opening social media campaigns; #ReadyToServe and #WelcomeBackWA
- Bi-weekly calls with County Emergency Operations Team with COVID-19 updates
- Weekly calls with Representative Gina Mossbrucker
- Watched webinar on Retirement Plans as a Chamber Benefit

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page.

Stevenson Downtown Association (SDA): Attended quarterly SDA board meeting and weekly meetings as part of the business recovery committee.

(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 create new print ads for Stevenson and go over social media plans
- Created new paid social media ad for City of Stevenson
- Website updates including COVID “Carefully Re-Opening for Business” message and new link to Instagram page
- Created 4th of July poster, signs, ad, press release and social media posts
- Met with Alex Hays to go over parking areas, sign placements and restricted areas for 4th of July
- Worked with Tom Waters on getting an FM transmitter for music during fireworks show

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 472.09
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-F	Co-op Advertising with Skamania Lodge	<u>\$ 245.00</u>
		\$1,717.09

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	5 hrs	\$ 150.00
P3-C	4 th of July Fireworks Show	6 hrs	<u>\$ 180.00</u>
			\$ 330.00

	<i>2020 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	\$2,047.09	\$18,690.82	\$66,309.18

PPE for Businesses – Reimbursable Expenses

60 disinfectant wipes	\$659.40
40 boxes of gloves	\$1,079.60
50 boxes of masks	<u>\$1,125.00</u>
	\$2,864.00