

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	February, 2020
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	120.00 Program Management Time
	<u>422.09</u> Monthly Reimbursables
	\$ 8,042.09

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	204
Telephone Calls:	45
E-Mails:	21
Business Referrals:	1,458
Tracked Overnight Stays:	41
Mailings (student, relocation, visitor, letters):	5
Large Quantity Brochures	220
Chamber Website Pageviews	3,408
COS Website Pageviews	5,408

CHAMBER BUSINESS

Chamber Board Meeting: We held our February board meeting and discussed the action items on our strategic plan as well as performance measures and timeline.

Chamber Membership: We had 2 new members join the Chamber and 11 membership renewals in February

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,000 recipients.

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.

Chamber Networking Events: We did not have a host for Chamber Happy Hour or Chamber Break events in February.

Chamber Marketing, Projects, Action Items:

- Attended Western Association of Chamber Executives conference in Portland.
- Placed 2 ads in regional publications.
- Made updates to Chamber website including calendar of events, leadership and membership pages.
- Worked with NB Marketing on creating new social media pages for 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, attend monthly meetings and manage the WRBA Facebook page.

Stevenson Downtown Association (SDA): Attended quarterly SDA board meeting. Attend monthly meetings to continue working on SDA Promotion Committee's historical walking tour of Stevenson. Interviewed applicants for Executive Director position.

(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:

- Switched marketing contract from Sasquatch Advertising to NB Marketing.
- Worked with NB Marketing on updates to City of Stevenson website and social media pages.
- Set-up online ticket sales, camping reservations and updated event information on Gorge Blues & Brews website.
- Started signing up breweries and wineries and food vendors for the Gorge Blues and Brews Festival.
- Update event kiosk signs with 2020 dates.

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 1	Stevenson Street Enhancement	
P1-B	Kiosk Diabond Signs	\$ 200.00
Program 2	Promotional Products and Projects	
P2-D1	Website	<u>\$ 222.09</u>
		\$ 422.09

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	2hrs	\$ 60.00
P3-A	Gorge Blues and Brews	2hrs	<u>60.00</u>
		4hrs	\$ 120.00

	<i>2020 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	\$542.09	\$9,089.04	\$75,910.96