

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT

MONTHLY REPORT and INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	June 2018	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	1,020.00	Promotional Projects Management Time
	<u>8,975.57</u>	Monthly Reimbursables
	\$ 17,495.57	

VISITOR STATISTICS

	<u>Stevenson Office</u>	<u>Outpost</u>
Walk-In Visitors:	1,028	611
Telephone Calls:	65	
E-Mails:	49	
Business Referrals:	1,544	792
Tracked Overnight Stays:	244	51
Mailings (student, relocation, visitor, letters):	39	
Large Quantity Mailings (guides, brochures, etc.):	1,370	
Chamber Website Pageviews	4,909	
COS Website Pageviews	11,694	

CHAMBER BUSINESS

Chamber Board Meeting: The June Board meeting included discussion about upcoming summer events, visitation numbers, Outpost operations, etc.

Chamber Membership: We had one new member in June and 10 renewals.

"Columbia Currents" Monthly Electronic Newsletter: The June 2018 issue was deployed on Thursday, May 31 to over 1,000 recipients. Individuals continue to sign up for the e-newsletter via the website.

"Under Currents" Weekly E-Blast: The e-blast, consisting of three sections – Activities & Events, Announcements and Updates and New Members - is delivered weekly on Thursday afternoons.

"Chamber Break" Morning Networking Session: The June Chamber Break was hosted by Columbia Gorge Interpretive Center Museum with 10 people in attendance.

Chamber Happy Hour: The June Happy Hour was hosted by Mt. Pleasant Iris Farm with approximately 25 in attendance. Attendees enjoyed tours of the farm.

Chamber Facebook Page: Posting updates several times per week including sharing of member events and activities. Currently at 1,530 followers. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Delivered Skamania County Visitor Guides to Mount St. Helens National Volcanic Monument Headquarters in Amboy, Pine Creek Information Station and Eagle Cliff Store.
- Attended Columbia Gorge Orchestra Association's performance of CHICAGO.
- Participated in discussion with GPNF District Ranger, Emily Platt, about visitor services in Skamania County and Carson specifically, USFS resources and other topics.
- Assisted associate producer of National Geographic documentary working on site locations in the Columbia River Gorge, specifically the Washington side. Provided contact information, websites, photographs, etc.
- Assisted member with content for business postcards.
- Created postcards with information about Chamber Outpost such as hours, services, etc. for distribution at Bridge of the Gods tollhouse.
- Assisted City of North Bonneville with Gorge Days planning including sponsoring liquor license for beer garden. Also loan cash register for use over the weekend.
- Updated kiosk at Cape Horn Trailhead and continue to fill with Skamania County Visitor Guides.
- Maintained office coverage while staff member was on medical leave for two weeks.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- Gorge Blues & Brews Festival
- GorgeGrass
- Skamania County Fair
- Bigfoot Bash at Logtoberfest

LOCAL/REGIONAL/STATE MEETINGS AND PROJECTS:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills and reconcile bank statements. Did not attend monthly meeting due to schedule conflict. Other WRBA activity included:

- Continue to work with Umpqua Bank to set up WRBA/CEKC checking account.

Stevenson Business Association (SBA): Composed and distributed agenda for SBA meeting. Discussion items include Stevenson Downtown Association news, Gorge Blues & Brews Festival updates, business updates, etc.

Stevenson Downtown Association (SDA): Attended monthly SDA board meeting. Promotion Committee planned dedication of new water fountain in Walnut Park.

Columbia Gorge Tourism Alliance (CGTA):

- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- RARE Placement: Supervising RARE member's daily activities.
- Gorge Tourism Alliance:
 - Participated in CGTA Summit planning meeting by ZOOM.
 - Receiving CGTA partner applications and payments.
 - Managing CGTA Facebook page. Currently at 2871 followers.

Skamania County Board of Commissioners: Provided quarterly update on behalf of Skamania County Chamber of Commerce.

Skamania County Fair Board: Attended monthly Fair Board meeting.

Stevenson Lodging Tax Advisory Committee: Participated in meeting to review mid-year tourism proposals.

(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:

- Worked with graphic designer on updates to Stevenson tear-off maps and kiosk maps. Picked up new maps from printer in Hood River and scheduled installation of large maps in downtown kiosks.
- Composed schedule for diebond sign installations during summer months.
- Renewed display ad in Skamania Lodge Magazine.
- Working with technicians on weather station replacement. Secured new software connecting with website.
- Composed and distributed press release about 4th of July activities, created and distributed poster, created display ad and placed in Skamania County Pioneer. Confirmed food vendor, band and set-up.
- Gorge Blues & Brews Festival planning including, but not limited to:
 - Finalized design with sponsor and ordered stickers.
 - Finalized t-shirt designs and placed order.
 - Created GBBF counter cards.
 - Mailed posters to all participating breweries.
 - Created Facebook campaign.
 - Followed up with volunteers confirming schedules and placement.
 - Updating event Facebook page, currently at 4339 followers.

- Held final meeting of GBBF working group.
- Executed event with over 1,000 in attendance Friday night and over 1,600 on Saturday. Online sales of 600+ tickets.
- Continuing to pay final invoices and reconcile finances.
- Posted updates and announcements on Stevenson Facebook page. Currently at 3237 fans.

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 1	Stevenson Street Enhancement	
P1A	Kiosk – Tall Maps	\$ 180.40
Program 2	Promotional Products and Projects	
P2A	Stevenson Map – Updates	69.00
P2B	Stevenson Map – Printing	407.11
P2-D1	Website	1,290.25
P2-D2	Marketing	2,095.00
P2E	Wind River Publishing Advertisements	275.00
P2F	Skamania Lodge Cooperative Projects	245.00
Program 3	Stevenson Business Association Events	
P3A	Gorge Blues & Brews Festival	<u>4,413.81</u>
		\$ 8,975.57

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Program 1	Stevenson Street Enhancement		
P1A	Kiosk – Tall Maps	3 hours	\$ 90.00
Program 2	Promotional Products and Projects		
P2A	Stevenson Map – Updates	2 hours	60.00
P2B	Stevenson Map – Printing	2 hours	60.00
P2-D1	Website	3 hours	90.00
P2-D2	Marketing (print, social media, press releases, etc.)	3 hours	90.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival	15 hours	450.00
P3C	4 th of July Fireworks	<u>6 hours</u>	<u>180.00</u>
		34 hours	\$1,020.00