

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	December 2018
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	660.00 Program Management Time
	<u>22,932.67</u> Monthly Reimbursables
	\$ 31,092.67

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	98
Telephone Calls:	57
E-Mails:	8
Business Referrals:	588
Tracked Overnight Stays:	31
Mailings (student, relocation, visitor, letters):	6
Large Quantity Mailings (guides, brochures, etc.)	455
Chamber Website Pageviews	2,672
COS Website Pageviews	4,159

CHAMBER BUSINESS

Chamber Board Meeting: The December Board Retreat was held with discussion items including setting a new budget for 2019, follow-up on lease agreement with Umpqua Bank, Chamber Annual Dinner and Auction and retirement of Executive Director Casey Roeder.

Chamber Membership: We had no new members in December and 12 renewals.

“Columbia Currents” Monthly Electronic Newsletter: The December 2018 issue was deployed on Monday, December 3 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: We did not have a Chamber Break in December due to lack of a host.

Chamber Happy Hour: In December, the Chamber co-hosts a holiday open house with the Skamania County EDC and Port in lieu of our regularly scheduled Happy Hour event. Over 100 people attended the open house.

Chamber Facebook Page: Posting updates several times per week including sharing of member events and activities. Currently at 1,579 followers. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Worked with D Studios to update pages on the Chamber's website.
- Created and promoted of Shop Local for the Holidays campaign.
- Updated kiosk at Cape Horn Trailhead and continue to fill with Skamania County Visitor Guides.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- Christmas in the Gorge
- Chamber/Port/EDC Holiday Open House
- Chamber Annual Dinner

LOCAL/REGIONAL/STATE MEETINGS AND PROJECTS:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings. Other WRBA activity included:

- Christmas in Carson: Helped to organize and promote the Christmas in Carson event in December.

Stevenson Downtown Association (SDA): Attended SDA meeting and worked with Promotion Committee members.

(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 Sasquatch Advertising on Twitter campaign.
- Organized and executed Christmas in the Gorge.
- Promoted Shop Stevenson for the Holidays campaign.
- Posted updates and announcements on Stevenson Facebook page and Christmas in the Gorge Facebook page. Currently at 3293 fans.

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-B	Stevenson Map Printing	\$ 213.25
P2-D1	Website	1,251.94
P2-D2	Marketing Campaign	2,200.00
P2-D3	Ad Development	10,553.36
P2F	Skamania Lodge Cooperative Projects	7199.62
Program 3	Stevenson Business Association Events	
P3B	Christmas in the Gorge	<u>1,514.50</u>
		\$ 22,932.67

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases, etc.)	4 hours	\$ 120.00
Program 3	Stevenson Business Association Events		
P3B	Christmas in the Gorge	18 hours	<u>540.00</u>
		22 hours	\$ 660.00