CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

Contractor: Skamania County Chamber of Commerce Reporting Period: September 2018 \$ 7,500.00 Amount Due: Monthly Contract Amount **Program Management Time** 450.00 Monthly Reimbursables 4.102.06 \$ 12.052.06 **VISITOR STATISTICS** Stevenson Office Outpost Walk-In Visitors: 516 187 **Telephone Calls:** 43 E-Mails: 13 **Business Referrals:** 1,405 723 Tracked Overnight Stays: 22 239 Mailings (student, relocation, visitor, letters): 17 Large Quantity Mailings (guides, brochures, etc.) 266

CHAMBER BUSINESS

COS Website Pageviews

Chamber Website Pageviews

Chamber Board Meeting: The September Board meeting was held with discussion items including event planning, Outpost recap, staff recruitment, County code regarding outdoor public assemblies, etc.

3,767

8.857

Chamber Membership: We had five new members in September and 19 renewals.

"Columbia Currents" Monthly Electronic Newsletter: The September 2018 issue was deployed on Tuesday, September 4 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: No Chamber Break took place in September due to lack of a host.

Chamber Happy Hour: The September Happy Hour was hosted by Gorge-ous Weddings at Wind Mountain Ranch with approximately 25 in attendance. Attendees learned about future plans for additional cabins on the property.

Chamber Facebook Page: Posting updates several times per week including sharing of member events and activities. Currently at 1,560 followers. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Created 150 goody bags for Show N' Shine car show at Columbia Gorge Interpretive Center Museum.
- Provided content, photos and links for ScenicWA e-campaign.
- Updated website with new featured events for the fall/winter season
- Updated kiosk at Cape Horn Trailhead and continue to fill with Skamania County Visitor Guides.
- Staff coverage during director's vacation.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- Bigfoot Bash at Logtoberfest
- Christmas in the Gorge

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:

- Ordered checks for new account.
- Logtoberfest Planning: Continued planning of event including placement of display ads, printing and distribution
 of posters, ordering of t-shirts, receiving and soliciting vendor applications, securing insurance, soliciting
 volunteers, etc. Submitted letter to Skamania County Commissioners describing event planning tasks pursuant to
 Outdoor Public Assemblies code. Attended commissioners meeting wherein they approved waiving permit
 requirement given that there was no application nor precedent to enforce this code. Held Logtoberfest planning
 meeting at venue. Updating Facebook page with 2202 followers.

Stevenson Business Association (SBA): Composed SBA agenda and held meeting with discussion items including fair recap, Christmas in the Gorge plans, SDA developments, COS updates, etc.

Stevenson Downtown Association (SDA): Did not attend September SDA meeting due to vacation.

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:
 - Completed application for insurance coverage.
 - o Attended CGTA board meeting and composed minutes for distribution.
 - Participated in new core team meeting.
 - Participated in two Summit committee planning meetings. Soliciting involvement for panelists and other speakers. Distributed registration messages to Chamber membership and e-list.
 - Receiving CGTA partner applications and payments.
 - Managing CGTA Facebook page. Currently at 2874 followers.

Skamania County Fair Board: Attended Market Sale committee meeting and recapped 2018 Market Sale with record sales numbers. Discussed improvements for future sales.

(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:

- Attended COS broadband session and participated in discussion. Provided incentive for broadband survey.
- Hosted COS Russell Avenue Improvements open house in Chamber Board room.
- Revised Christmas in the Gorge bazaar applications and distributed to mailing list. Receiving vendor applications.
- Organized Starlight Parade with letters and applications to WSDOT, WSP and Sheriff's Office.
- Placed listings in Columbian Holiday Bazaar special sections for Christmas in the Gorge.
- Provided Christmas in the Gorge details to North Bank Magazine for article on holiday events.
- Picked up new order of Stevenson maps in Hood River.
- Distributed message to Stevenson businesses regarding participation in Fall Hike the Gorge campaign. Worked with Sasquatch on press release. Provided incentive for Instagram campaign.
- Posted updates and announcements on Stevenson Facebook page. Currently at 3273 fans.

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2B	Stevenson Map – Printing	\$ 407.11
P2-D1	Website	219.95
P2-D2	Marketing Campaign	2,740.00
P2F	Skamania Lodge Cooperative Projects	735.00
		\$ 4,102.06

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2 Program 3	Stevenson Map – Printing Marketing (print, social media, press releases, etc.) Stevenson Business Association Events Christmas in the Gorge	1 hour 4 hours	\$ 30.00 120.00
		10 hours	300.00
		15 hours	\$ 450.00