

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.
 - 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		<u>735.00</u>
			\$ 4,102.06

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2B	Stevenson Map – Printing	1 hour	\$ 30.00
P2-D2	Marketing (print, social media, press releases, etc.)	4 hours	120.00
Program 3	Stevenson Business Association Events		
P3B	Christmas in the Gorge	10 hours	<u>300.00</u>
		15 hours	\$ 450.00