

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	December 2019
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	1,620.00 Program Management Time
	<u>10,920.40</u> Monthly Reimbursables
	\$ 20,040.40

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	236
Telephone Calls:	56
E-Mails:	24
Business Referrals:	2,304
Tracked Overnight Stays:	22
Mailings (student, relocation, visitor, letters):	2
Large Quantity Brochures	0
Chamber Website Pageviews	3,835
COS Website Pageviews	5,863

CHAMBER BUSINESS

Chamber Board Meeting: We held our December board meeting with discussions on renting the vacant space in the Chamber office, proposed budget for 2020 and election of new executive board members.

Chamber Membership: We had 3 new members join the Chamber and 11 membership renewals in November.

“Columbia Currents” Monthly Electronic E-Newsletter: The December 2019 issue was deployed to over 1,000 recipients.

“Under Currents” Weekly E-Blast: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest as well as for the Chamber itself.

Chamber Happy Hour: In lieu of a Chamber Happy Hour we co-hosted a holiday open house with the Skamania County EDC and the Port of Skamania.

Chamber Marketing, Projects, Action Items:

- Placed ads for holiday happenings in Skamania County.
- Met with the new Executive Director of the Columbia Gorge Tourism Alliance to discuss upcoming regional projects and priorities.
- Phone meeting with strategic planning facilitator to discuss the goals for the Chamber Board Retreat and survey questions.
- Finalized Skamania County calendar of events for 2020.
- Worked with Wind River Publishing on updating all Chamber pages (welcome letter, resource pages, membership listing, events and ads) in the 2020 Skamania County Visitor Guide.
- Placed ads in regional publications for 2020.

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings. Will start managing 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. Working on a committee to update Executive Directors contract.

(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:

- Deployed monthly newsletter.
- Successfully held Christmas in the Gorge event on the first weekend in December.
- Over saw the Starlight Parade, Arts and Crafts Bazaar and Business Decorating Contest.
- Daily posts on City of Stevenson Facebook page to promote “Shop Stevenson for the Holidays” campaign.
- Daily posts on Christmas in the Gorge Facebook page to promote the event.
- Solicited new Marketing Plan Proposals from Sasquatch Marketing and NB Marketing.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 1	Stevenson Street Enhancements		
P1-C	Kiosk Maintenance	\$	62.69
Program 2	Promotional Products and Projects		
P2-D1	Website	\$	210.00
P2-D4	Misc. Marketing	\$	504.00
P2-F	Skamania Lodge Co-Op Projects	\$	5,861.57
Program 3	SBA Event Program		
P3-B	Christmas in the Gorge	\$	4,282.14
			<u>\$ 10,920.40</u>

	2019 Budget	Current Request	Requested YTD	Remaining
Total Program Promo Expenses	85,000.00	12,540.40	73,600.53	\$11,399.47

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	12hrs	\$ 360.00
P3-B	Christmas in the Gorge	42hrs	<u>1,260.00</u>
		54hrs	\$1,620.00