

# CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	May 2019
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	660.00 Program Management Time
	<u>6,304.39</u> Monthly Reimbursables
	\$ 14,464.39

## VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	451
Telephone Calls:	53
E-Mails:	24
Business Referrals:	3,841
Tracked Overnight Stays:	185
Mailings (student, relocation, visitor, letters):	9
Large Quantity Brochures	960
Chamber Website Pageviews	4,750
COS Website Pageviews	8,361

## CHAMBER BUSINESS

**Chamber Board Meeting:** The May Board Meeting was held with discussion items including an update on the Chamber Outpost Visitor Center, Washington State Tourism Alliance summer grant program and updates on staff goals and projects. Discussion question: "What is your level of engagement during board meetings and do you feel comfortable expressing your opinions and ideas even if they are different than other board members?"

**Chamber Membership:** We had 1 new members join in May and 16 renewals.

**"Columbia Currents" Monthly Electronic E-Newsletter:** The May 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:** The May Chamber Happy Hour event was a joint venture with the Mt. Adams Chamber of Commerce. It was hosted by Skyline Hospital with about 70 people in attendance.

### **Chamber Marketing, Projects, Action Items:**

- Met with Dan Spatz from Columbia Gorge Community College to discuss possible programs for their new workforce skill center.
- Met with Donna Rush regarding the creation of a volunteer opportunity list to add to the Chamber's website.
- Finalized new lure brochure design.
- Met with Dena Horton from Senator Cantwell's office for quarterly updates.
- Updated photos and events on Chamber website.
- Installed new kiosk panel inserts at Bridge of the Gods Kiosk.
- Visited 1 businesses to invite them to join the Chamber.

### **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 help organize new ice cream social event for 4<sup>th</sup> of July.

**Stevenson Downtown Association (SDA):** Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson.

**Columbia Gorge Tourism Alliance (CGTA):** Continue to work on a Food Trail on the Washington side of the Gorge.

(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:**

- Held monthly SBA meeting.
- Deployed monthly newsletter.
- Updated summer event kiosk signs.
- Continue to work on Gorge Blues and Brews Festival: signed up volunteers, signed up breweries, ordered glassware, hats, glasses, tents, staging, refrigeration unit, applied for electrical permit, placed ads, designed poster, update event website and Facebook page.

**2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 1	Stevenson Street Enhancement	
P1-B	Kiosk – diabonds	480.00
Program 2	Promotional Products and Projects	
P2-D1	Website	1,012.09
P2-D2	Advertising – Print	3,044.00
P2-D4	Misc.	239.30
P2-E	Wind River Publishing Ads	855.00
P2-F	Skamania Lodge Co-Op Marketing	490.00
Program 3	SBA Event Program	
P3-A	Gorge Blues and Brews Festival	184.00
		<u>184.00</u>
		\$6,304.39

	<b><i>2019 Budget</i></b>	<b><i>Current Request</i></b>	<b><i>Requested YTD</i></b>	<b><i>Remaining</i></b>
Total Program Promo Expenses	85,000.00	6,304.39	23,844.14	61,155.86

**2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME**

P2-D2	Marketing (print, social media, press releases)	4 hrs	\$ 120.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues and Brews	18 hrs	<u>540.00</u>
		22 hrs	\$ 660.00