

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	May, 2020
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	90.00 Program Management Time
	2,967.09 Monthly Reimbursables
	<u>2,987.14</u> PPE Supplies
	\$ 13,544.23

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VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	25
Telephone Calls:	39
E-Mails:	80
Business Referrals:	150
Tracked Overnight Stays:	0
Mailings (student, relocation, visitor, letters):	6
Large Quantity Brochures	75
Chamber Website Pageviews	6,372
COS Website Pageviews	11,200

CHAMBER BUSINESS

Chamber Board Meeting: We held our May board meeting with discussions about COVID-19 projects staff have been working on and progress on the strategic plan.

Chamber Membership: We had 1 new members join the Chamber and 13 membership renewals in May

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,000 recipients. We continued to send out an e-blast specifically for COVID-19 updates as needed.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest, Wind River Business Association as well as for the Chamber itself. We continue to manage our new Facebook page promoting take-out dining services in Skamania County. This is an effort to help all local restaurants that have had to close due to COVID-19.

Chamber Networking Events: We held weekly virtual Chamber Happy Hour and one Chamber Coffee Break on Zoom during the month of May due to COVID-19.

Chamber Marketing, Projects, Action Items:

- Hosted 1 webinar with resources for businesses related to COVID-19
- Worked with Stevenson Downtown Association Director to create COVID signs and floor stickers for businesses
- Worked with Skamania County, City of Stevenson, City of North Bonneville and EMS on ordering/distributing PPE for businesses
- Updated website with COVID messaging
- Placed paid ads on Facebook for phase 2 careful re-opening of Skamania County businesses
- Phone meeting with Sara at Senator Cantwells office re: COVID-19
- Multiple phone meetings/interviews with reporters re: Skamania County phase 2 re-opening
- Participated in CGTA meeting with COVID updates from each communities Chamber
- Attended Bi-State Recreation Insights zoom meetings
- Weekly calls with County Emergency Operations Team with COVID-19 updates
- Weekly calls with Representative Gina Mossbrucker
- Watched webinars on COVID business recovery planning, non-profits and COVID, Content Marketing

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page.

Stevenson Downtown Association (SDA): Attended quarterly SDA board meeting. Work with Executive Director on COVID signs and stickers for businesses and business recovery planning.

(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:

- Monthly meeting with NB Marketing to discuss creating new print ads for Stevenson
- Promoting online shopping and to-go orders at Stevenson shops and restaurants
- Website updates including photos and business information
- Met with business owners to find out what promotional ideas that would be beneficial to them
- Creating new paid ads for social media to run post-COVID

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 472.09
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-F	Co-op Advertising with Skamania Lodge	\$ 245.00
Program 3	SBA Events	
P3-A	Gorge Blues and Brews	<u>\$1,250.00</u>
		\$2,967.09

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	3hrs	\$ 90.00
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	<i>2020 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	\$2,967.09	\$16,643.73	\$68,356.27

PPE for Businesses – Reimbursable Expenses

7 half-gallons of hand sanitizer	\$253.75
40 disinfectant wipes	\$560.60
20 boxes of gloves	\$241.99
60 boxes of masks	<u>\$1,930.80</u>
	\$2,987.14