

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	July 2018	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	630.00	Program Management Time
	<u>7,819.50</u>	Monthly Reimbursables
	\$ 15,949.50	

VISITOR STATISTICS

	<u>Stevenson Office</u>	<u>Outpost</u>
Walk-In Visitors:	892	642
Telephone Calls:	74	
E-Mails:	22	
Business Referrals:	2,345	1,343
Tracked Overnight Stays:	313	44
Mailings (student, relocation, visitor, letters):	28	
Large Quantity Mailings (guides, brochures, etc.):	970	
Chamber Website Pageviews	4,840	
COS Website Pageviews	15,604	

CHAMBER BUSINESS

Chamber Board Meeting: We do not hold a July board meeting due to summer schedules.

Chamber Membership: We had two new members in July and 16 renewals.

“Columbia Currents” Monthly Electronic Newsletter: The July 2018 issue was deployed on Monday, July 2 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 July.

Chamber Happy Hour: The July Happy Hour was hosted by Wind River Biomass with approximately 35 in attendance. Attendees learned more about the utility and their plans for the future.

Chamber Facebook Page: Posting updates several times per week including sharing of member events and activities. Currently at 1,535 followers. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Assisted Gorge Days organization by providing Bigfoot costume and passing through alcohol costs.
- Responded to travel writer requests for ideas of interest in area to be published in 2019 Washington State Visitors Guide.
- Interviewed by Columbian reported regarding business levels this summer as first anniversary of Eagle Creek fire approaches.
- Assisted member by creating directional signs during parking lot paving.
- Introduced new member to Skamania Lodge staff for connection as offsite venue.
- Organized Stevenson Bluegrass Festival beer garden including recruiting volunteers, purchasing wine, glassware, etc., setting up space, working shifts, troubleshooting problems and reconciling revenues.
- Updated kiosk at Cape Horn Trailhead and continue to fill with Skamania County Visitor Guides.
- Maintained office coverage while staff member was on vacation for two weeks.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- GorgeGrass
- Skamania County Fair
- Bigfoot Bash at Logtoberfest

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:

- Continue to work with Umpqua Bank to set up WRBA/CEKC checking account.

Stevenson Business Association (SBA): Do not hold an SBA meeting in July due to summer schedules.

Stevenson Downtown Association (SDA): Did not attend monthly SDA board meeting due to vacation. Assisted with planning of water fountain dedication including contacting Farmers Market manager, reviewing press release, etc. Attended dedication and participated in engagement of public with questions about how to improve Stevenson's downtown experience.

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:
 - Attended MAT meeting by ZOOM.
 - Attended full CGTA meeting in Camas.
 - Participated in CGTA Summit planning meeting by ZOOM.
 - Receiving CGTA partner applications and payments.
 - Managing CGTA Facebook page. Currently at 2869 followers.

Skamania County Fair Board: Attended Market Sale/Superintendents meeting.

Dog Mountain Safety Team: Participated in recap meeting to discuss Dog Mountain use permit, shuttle service and business incentives.

Port of Skamania Waterfront Enhancement Committee: Participated in meeting to discuss and choose amenities for waterfront trail. Toured trail and discussed placement, extension of trails, etc.

Portland State University Executive Seminar Program: Invited to sit on panel discussing Eagle Creek Fire representing tourism perspective following day-long field trip with ESP participants. Engaged in conversation with panelists and fielded questions from audience.

(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:

- Executed 4th of July fireworks at Skamania County Fairgrounds with onsite management of band, pyrotechnicians, food vendor, set-up, etc. and 500+ in attendance.
- Renewed display ad in updated Pacific Crest Trail map.
- Held Gorge Blues & Brews Festival recap meeting. Continuing to pay event invoices.
- Assisted with promotion of local tickets available for Stevenson GorgeGrass Festival.
- Fielding questions regarding status of webcams and working with contractor on installation of new camera.
- Assisting local event organizers, Outrigger, BOTG Kiteboarding and Stevenson Waterfront Festival, by printing posters, flyers, counter cards, waivers, etc.
- Posted updates and announcements on Stevenson Facebook page. Currently at 3245 fans.

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 1,619.95
P2-D2	Marketing	1,470.00
P2E	Wind River Publishing Advertisements	250.00
P2F	Skamania Lodge Cooperative Projects	490.00
Program 3	Stevenson Business Association Events	
P3A	Gorge Blues & Brews Festival	539.05
P3C	4 th of July Fireworks	<u>3,450.50</u>
		\$ 7,819.50

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D1	Website	4 hours	\$120.00
P2-D2	Marketing (print, social media, press releases, etc.)	4 hours	120.00
P2-D4	Other	3 hours	90.00
Program 3	Stevenson Business Association Events		
P3C	4 th of July Fireworks	<u>10 hours</u>	<u>300.00</u>
		21 hours	\$ 630.00