

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

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	August 2019	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	120.00	Program Management Time
	<u>1,011.90</u>	Monthly Reimbursables
	\$ 8,631.90	

## VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	645
Telephone Calls:	56
E-Mails:	18
Business Referrals:	5,462
Tracked Overnight Stays:	138
Mailings (student, relocation, visitor, letters):	12
Large Quantity Brochures	646
Chamber Website Pageviews	5,836
COS Website Pageviews	13,223

## CHAMBER BUSINESS

**Chamber Board Meeting:** We held our August board meeting with discussions on the Chamber's contract with Radcomp, new Chamber insurance that will cover board members, merger of SBA and SDA and Chamber summer events.

**Chamber Membership:** We had 20 membership renewals in August.

**"Columbia Currents" Monthly Electronic E-Newsletter:** The August 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 August Chamber Happy Hour event was held at Play Frontier with about 15 people in attendance.

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

- Place ads promoting benefits of Chamber membership.
- Had phone meeting with Nicole Bernard regarding next Chamber Brown Bag workshop and marketing opportunities.
- Organized 2019 Fair Parade.
- Updated Chamber website with new photos, testimonials and featured events.
- Met with River Talk Weekly to create advertising plan for remainder of 2019.

### **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. Made lots of progress toward planning for Logtoberfest; received \$5,000 in sponsor commitments, booked all food, beverage and craft vendors, booked security team, ordered supplies, applied for liquor license, applied for County Outdoor Public Assembly permit and more.

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

(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 August SBA meeting
- Deployed monthly newsletter
- Continue to work with Marie on SBA/SDA merger
- Sent holiday information to Skamania Lodge for co-op marketing

**2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 1	Stevenson Street Enhancement	
P1-C	Kiosk maintenance/service	95.31
Program 2	Promotional Products and Projects	
P2-B	Stevenson Map Printing	416.80
P2-D1	Website	226.29
P2-D2	Advertising – Print	170.00
Program 3	SBA Event Program	
P3-C	4 <sup>th</sup> of July Fireworks	103.50
		\$1,011.90

	<b>2019 Budget</b>	<b>Current Request</b>	<b>Requested YTD</b>	<b>Remaining</b>
Total Program Promo Expenses	85,000.00	999.81	31,031.87	\$53,968.13

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

P2-D2	Marketing (print, social media, press releases)	4 hrs	\$ 120.00
		4 hrs	\$ 120.00