

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	May 2018	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	720.00	Promotional Projects Management Time
	<u>5,242.03</u>	Monthly Reimbursables
	\$ 13,462.03	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	523
Telephone Calls:	52
E-Mails:	19
Business Referrals:	1,592
Tracked Overnight Stays:	146
Mailings (student, relocation, visitor, letters):	20
Large Quantity Mailings (guides, brochures, etc.):	1,712
Chamber Website Pageviews	3,934
COS Website Pageviews	9,407

CHAMBER BUSINESS

Chamber Board Meeting: The May Board meeting included discussion about IT services, upcoming events, impending increase in visitation and local effects, executive direction transition, etc.

Chamber Membership: We had 22 renewals in May.

“Columbia Currents” Monthly Electronic Newsletter: The May 2018 issue was deployed on Tuesday, May 1 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: There was no May Chamber Break due to the lack of a host.

Chamber Happy Hour: The May Happy Hour was replaced by an Open House at Cape Horn Estate Event Center in Skamania. The new owners invited people to visit their remodeled facilities and enjoy dinner.

Chamber Facebook Page: Posting updates several times per week including sharing of member events and activities. Currently at 1,520 followers. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Submitted 2018 events to Sipping Guide in summer issue of The Gorge Magazine.
- Participated in tour of Wind River Business Park, organized by the Port of Skamania County.
- Proofed and edit 2018 GorgeGrass flyer.
- Submitted Chamber ad and WET bus ad for publication in Columbian’s Destination NW section.
- Negotiated with Radcomp Technologies for IT service contract. Distributed message to membership promoting discount for new Radcomp customers as benefit of membership.
- Created 50 visitor packets for car show organizer.
- Attended Emergency Preparedness workshop.
- Composed Skamania County Facebook post for distribution on ScenicWA page.
- Outpost preparations including:
 - Delivery of water cooler and portable toilet
 - Painting of floor
 - Registration of cell phone to use as hotspot
 - General cleaning and set-up
 - Planting of flower pots
 - Opened for season
- Created 100 registration packets for Teardrop Trailer gathering at Skamania County Fairgrounds.
- Submitted 2017 Economic Census to US Department of Commerce.
- Renewed ads on Skamania Fun Map for Chamber and WET bus. Revised WET bus ad.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- Gorge Blues & Brews Festival
- 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:

- Revised Logtoberfest sponsorship forms.
- Requested letter from CEKC describing partnership with WRBA to open checking account (two messages and composed letter stating such).

Stevenson Business Association (SBA): Composed and distributed agenda for SBA meeting. Discussion items include Stevenson Downtown Association news, Gorge Blues & Brews Festival updates, business updates, etc.

Stevenson Downtown Association (SDA): Attended second session of SDA Strategic Planning workshop. Discussed long-range plans for Stevenson in conjunction with Main Street tenets.

Columbia Gorge Tourism Alliance (CGTA):

- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- RARE Placement: Supervising RARE member's daily activities. Participated in RARE check-in with Travel Oregon and University of Oregon staff.
- Gorge Tourism Alliance:
 - Attended monthly MAT meeting by phone.
 - Participated in CGTA Summit planning meeting by ZOOM.
 - Assisted with press release describing CGTA partnership launch.
 - Attended bi-monthly CGTA meeting.
 - Managing CGTA Facebook page. Currently at 2867 followers.

Columbia River Gorge Commission Economic Vitality Working Group: Invited to represent regional tourism perspective on this committee convened to provide input to CGRC staff on the Management Plan's content and the needs for updates. Attended second meeting.

Washington State Destination Marketing Organization: Attended quarterly WSDMO board meeting, by phone.

(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:

- Worked with 1889 Magazine designer to re-size display ad for June/July issue.
- Delivered summer event diebond signs to Oregon Blueprint in Portland for date changes and picked up when job was complete.
- Finalized t-shirt design.
- Composed articles for seasonal Tracker electronic newsletter and provided to Sasquatch for deployment.
- Sent message to businesses participating in Dog Mountain shuttle promo to ensure staff is aware of discounts.
- Working with technicians to repair weather station and cameras for COS website. Ordered new camera for downtown image (installed on top of Courthouse).
- Gorge Blues & Brews Festival planning including, but not limited to:
 - Met with KOIN Digital Sales representative to discuss GBBF promotion.
 - Worked with Bi-Coastal Radio and taped GBBF radio commercials.
 - Composed and distributed press release.

- Placed GBBF ads in regional Entertainer (Tri-Cities), Cascade Bluesletter, Inland Empire Blues newsletter, Washington Blues Society newsletter and arranged Tri-Cities radio campaign.
- Placed GBBF ads in regional papers including Pioneer, Camas-Washougal Post Record, White Salmon Enterprise, Goldendale Sentinel, Hood River News and The Dalles Chronicle.
- Received event glassware and secured storage at fairgrounds.
- Ordered new sponsor banner.
- Ordered refrigeration, security, ice delivery, portable toilets, dumpsters and ATM.
- Updating event Facebook page, currently at 4208 followers.
- Posted updates and announcements on Stevenson Facebook page. Currently at 3232 fans.

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 1	Stevenson Street Enhancement		
P1B	Kiosk – Diebond	\$	504.00
P1C	Kiosk – Diebond Maintenance		135.16
Program 2	Promotional Products and Projects		
P2-D1	Website		1,831.87
P2-D2	Marketing		2,601.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival		<u>170.00</u>
		\$	5,242.03

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Program 1	Stevenson Street Enhancement		
P1B	Kiosk – Diebond	2 hours	\$ 60.00
Program 2	Promotional Products and Projects		
P2-D1	Website	5 hours	150.00
P2-D2	Marketing (print, social media, press releases, etc.)	4 hours	120.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival	<u>13 hours</u>	<u>390.00</u>
		24 hours	\$ 720.00