

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	April 2019	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	270.00	Program Management Time
	<u>9,188.67</u>	Monthly Reimbursables
	\$ 16,958.67	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	238
Telephone Calls:	96
E-Mails:	21
Business Referrals:	1,201
Tracked Overnight Stays:	64
Mailings (student, relocation, visitor, letters):	9
Large Quantity Brochures	425
Chamber Website Pageviews	3,734
COS Website Pageviews	5,577

CHAMBER BUSINESS

Chamber Board Meeting: The April Board Meeting was held with discussion items including an update on Washington State Tourism and updates on staff goals and projects. Question for discussion; What do you want to see the Chamber staff accomplish this year? What would you like the Chamber board to accomplish this year?

Chamber Membership: We had 7 new members join in April and 24 renewals.

“Columbia Currents” Monthly Electronic E-Newsletter: The April 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 April Chamber Happy Hour event was hosted by Invision, LLC with about 35 people in attendance.

Chamber Marketing, Projects, Action Items:

- Attended Oregon Governors Conference on Tourism in Eugene.
- Met with Executive Directors of the Mt Adams Chamber and Goldendale Chamber to discuss working together to promote the Washington side of the Gorge.
- Had phone meeting with businesses interested in starting a Food Trail on the Washington side of the Gorge.
- Installed new kiosk panel inserts.
- Visited 4 businesses to invite them to join the Chamber.
- Held our first Brown Bag Workshop on operating your Square credit card processing system.

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. Ordered new panel inserts for the information kiosk in Carson. Chris Malone will install them.

Stevenson Downtown Association (SDA): Worked a shift manning a table at Foolfest to pass out information on the Stevenson Downtown Association and Clean-Up Day. Helped with Clean-Up Day and the first mural unveiling party. Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson.

Columbia Gorge Tourism Alliance (CGTA): Met to discuss first step of starting 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 new monthly newsletter.
- Walked around Stevenson with SBA President Tom Meade to handout SBA survey and clean-up day flyers to all businesses to encourage involvement.
- Continue to work on Gorge Blues and Brews Festival: Sent out brewery and winery application, more sponsorship packets, place ads, update event website and Facebook page.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-B	Stevenson Map Printing	213.25
P2-D1	Website	612.09
P2-D2	Advertising – Print	1,660.00
P2-E	Wind River Publishing Ads	1,140.00
Program 3	SBA Event Program	
P3-A	Gorge Blues and Brews Festival	1,563.33
P3-C	4 th of July	<u>4,000.00</u>
		<u>\$9,188.67</u>

	<i>2019 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	9,188.67	17,539.75	67,460.25

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	5 hrs	<u>150.00</u>
		8 hrs	\$ 270.00