CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT
MONTHLY REPORT and INVOICE

Contractor: Skamania County Chamber of Commerce
Reporting Period: January 2015
Amount Due:
- Chamber Monthly Contract Amount: $ 450.00
- COS Promotional Programs Management Time: 1,249.95
- COS Promotional Programs Reimbursables: $ 8,783.28

$ 8,783.28

VISITOR STATISTICS

<table>
<thead>
<tr>
<th></th>
<th>Stevenson Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk-In Visitors</td>
<td>130</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>35</td>
</tr>
<tr>
<td>E-Mails</td>
<td>14</td>
</tr>
<tr>
<td>Business Referrals</td>
<td>506</td>
</tr>
<tr>
<td>Tracked Overnight Stays:</td>
<td>20</td>
</tr>
<tr>
<td>Mailings (student, relocation, visitor, letters):</td>
<td>159</td>
</tr>
<tr>
<td>Large Quantity Mailings (guides, brochures, etc.)</td>
<td></td>
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<tr>
<td>Chamber Website Visits:</td>
<td>21,360</td>
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CHAMBER BUSINESS

Chamber Board Meeting: The January Chamber Board meeting was held with introduction of two new members. Regular business was addressed along with election of officers, discussion about budget committee, OneGorge, 2015 marketing plan, annual dinner, etc.

Chamber Membership: We had one new member and nine renewals in January.

“Columbia Currents” Monthly Electronic Newsletter: The February 2015 issue was deployed on Monday, February 2 to over 800 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: The January Chamber Break was hosted by Skamania Lodge with 20 people in attendance.

Chamber Annual Dinner/Awards Ceremony: Staff organized and executed the 2014 Annual Dinner & Awards Ceremony at Skamania Lodge with approximately 150 people in attendance. Planning tasks included arranging entertainment, ordering flowers, distributing invitations, catering plans, audio visual needs, creation of program, set-up of materials in banquet room, etc. Prior to event, held meeting to determine winner of Business & Member of the Year awards which were presented to Bloomsbury/out on a limb and Scott Anderson.

Chamber Facebook Page: Posting updates several times per week. Currently at 842 fans. Create new posting for each new member.

County Event Calendar Program: Created and distributed January event calendar to 16 sites throughout Skamania County. Replaced receptacle at Dog Mountain Trail head.

Chamber Marketing, Projects, Action Items:
- Revised new member letter and all renewal letters with 2015 information.
- Met with member to review survey questions and provide input.
- Created web button for members’ inclusion on their websites, indicating “they belong”.
- Designed draft layout for cooperative advertisement in 2015 Columbia River Gorge Visitors Magazine.
- Provided letter of support to Wind River Biomass for WERC grant.
- Attended Mount St. Helens National Volcanic Monument Manager, Tom Mulder, retirement celebration.
- Updated dining, accommodations and event cards with 2015 information, for insertion into Lure brochure.
- Reserved space in 2015 Northwest Travel Magazine Travel Planner section and provided artwork.
- Assisted member with creation and printing of forms.
- Assisted member with creation and photocopying of brochure.
• Participated in webinar on “Biggest Loser” non-dues revenue generation plan for chambers.
• Approved final version of 2015 Skamania County Visitors guide prior to printing.
• Recruited physical assistance to re-arrange office space. Cleaned back room, opened space between offices, restructured gift shop space.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:
• Second Friday in Stevenson
• Gorge Blues & Brews Festival

LOCAL/REGIONAL/STATE MEETINGS AND PROJECTS:

Wind River Business Association (WRBA):  Continue to serve as treasurer for WRBA – pay monthly bills, receive monies from t-shirt sales, reconcile bank statements.  Group is not currently meeting.

North Bonneville Business & Community Association (NBBCA):  This group is not meeting currently.

Stevenson Business Association (SBA):  Created agenda and held SBA meeting.  Conversation centered on “The Art of Branding” with many ideas for branding Stevenson shared.  Discussed ways to engage Skamania Lodge with downtown, attending all staff meetings, providing packets for conference groups, etc.  Agreed to schedule video viewing at Skamania Lodge.  Recapped Christmas in the Gorge.

Columbia River Gorge Visitors Association (CRGVA):
• Held telephone meeting with Executive Committee and consultant to discuss January retreat, staff job description, board matrix, etc.
• Provided letter of support for King of Roads video project.
• Organized and held CRGVA Board Retreat.  Main topic was website update with map covering all attractions in the CRGNSA.
• Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.

Mount St. Helens Institute:  Attended quarterly MSHI board meeting.  Fundraising development was discussed along with new member recruitment.  Received review of all programs from MSHI staff.

City of Stevenson Tax Advisory Committee:  Attended annual TAC meeting to review proposals for 2015 lodging tax funding.  Created list of recommendations for Stevenson City Council.  Attended second TAC meeting to receive presentation from Port of Skamania County on Leavens Point project.  Agreed to fund Port’s request.

(\textit{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 first Gorge Blues & Brews Festival planning meeting.  Revised sponsorship information, vendor applications, discussed music, recruited assistance with booking music, discussed physical needs on Fairgrounds due to County’s staff reduction and more.
• Updated Facebook with 2015 dates for Gorge Blues & Brews Festival.  Currently at 2113 fans.
• Updated Stevenson tear-off maps with current business information and ordered printing.
• Designed and placed small ad on Cascade Locks disc golf scorecards.
• Placed display ad in Skamania Lodge Guestroom magazine.
• Placed listings for major Stevenson events in 2015 Washington Festival & Events Guide.
• Scheduled three dates at Skamania Lodge for viewing of “20 Ingredients of an Outstanding Downtown” videos.  Arranged audio visual, etc.
• Posted updates and announcements on Stevenson Facebook page.  Currently at 2397 fans.
• Posted updates for Girls Night Out on GNO Facebook page, 153 fans. Included details on GNO specials in Under Currents. Created flyers and distributed to Skamania Lodge, local businesses and Cascade Locks Best Western Columbia River Inn.

2015 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

<table>
<thead>
<tr>
<th>Program 2</th>
<th>Promotional Products &amp; Projects</th>
</tr>
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<tbody>
<tr>
<td>P2-D1</td>
<td>Website</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>P2-D2</td>
<td>Media – Public Relations, Marketing, Etc.</td>
</tr>
<tr>
<td>P2F</td>
<td>Skamania Lodge Cooperative Projects</td>
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$9.95
995.00
245.00
$1,249.95

2015 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

<table>
<thead>
<tr>
<th>Program 2</th>
<th>Promotional Products and Projects</th>
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<tbody>
<tr>
<td>P2B</td>
<td>Stevenson Map – Updates</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>P2-D2</td>
<td>Media – Public Relations, Marketing</td>
</tr>
<tr>
<td>Program 3</td>
<td>SBA Events</td>
</tr>
<tr>
<td>P3A</td>
<td>Gorge Blues &amp; Brews Festival</td>
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</tbody>
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3 hours
8 hours
4 hours
15 hours

$90.00
240.00
120.00
$450.00