CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT
MONTHLY REPORT and INVOICE

Contractor: Skamania County Chamber of Commerce
Reporting Period: March 2015
Amount Due: $ 7,083.34
  Monthly Contract Amount
  750.00 COS Promotional Program Management Time
  1,516.85 COS Promotional Program Reimbursables
Total: $ 9,350.19

VISITOR STATISTICS
Stevenson Office
Walk-In Visitors: 230
Telephone Calls: 61
E-Mails: 42
Business Referrals: 845
Tracked Overnight Stays: 74
Mailings (student, relocation, visitor, letters): 171
Large Quantity Mailings (guides, brochures, etc.): 902
Chamber Website Visits: 26,092

CHAMBER BUSINESS

Chamber Board Meeting: The March Chamber Board meeting was held with discussion items including OneGorge support, USFS representation on the board, by-laws revisions, summer events, Chamber monthly activities, etc.

Chamber Membership: We had two new members and 28 renewals in March.

“Columbia Currents” Monthly Electronic Newsletter: The March 2015 issue was deployed on Monday, March 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 March Chamber Break was hosted by Cascade Acupuncture Center to celebrate their 10th anniversary and 4th year in Stevenson. Six people were in attendance.

Chamber Business After Hours: Maryhill Museum of Art hosted a Joint Chamber Business After Hours with invitations to all six Chambers in the Gorge. Skamania County Chamber coordinated a Joint BAH with West Columbia Gorge Chamber at Lorang Fine Art in Cascade Locks. The Cascade Locks Tourism Committee was the host. Approximately 100 people attended.

Chamber Facebook Page: Posting updates several times per week. Currently at 844 fans. Create new posting for each new member.

County Event Calendar Program: Created and distributed March event calendar to 16 sites throughout Skamania County.

Gorge Days: Continue to work on details of Gorge Days. Booked music, Hit Machine, worked with designer on updates to website, creation of car-show registration, flyers, etc. Updated Facebook page with 2015 information, currently at 970 fans.

Chamber Marketing, Projects, Action Items:
• Attended Skamania County Board of Commissioners meeting to give quarterly update on Chamber efforts and projects.
• Attended North Bonneville City Council meeting to give quarterly on Chamber efforts and projects. Answered many questions from local business owner about Chamber operations and marketing specific to North Bonneville.
• Participated in interview with Oregon Public Broadcasting regarding opening of The Cannabis Corner in North Bonneville and the effects on tourism. Attended media event prior to grand opening of the marijuana retail store. Provided them with visitor guides and brochures.
- Participated in several phone call meetings with The Biggest Loser organizers to finalize details. Distributed message to membership soliciting sponsorship. Sent personal messages to several identified members for larger sponsorship.
- Met with representative of RiverHours to provide input on utilizing the local currency alternative on the County level.
- Provided photos to Port of Seattle for inclusion in state-wide tourism itineraries.
- Placed SCCOC ad in Stevenson High School yearbook.
- Performed website maintenance on Chamber site with updates of utilities, churches, schools, etc.
- Met with member to discuss community foundation opportunities for Skamania County.
- Reviewed copy related to Columbia River Gorge for Washington State Scenic By-ways Guide.
- Placed display in Seattle Mariners Yearbook.
- Registered for Oregonian Media Group’s new trade show, Here and There in October.
- Placed Chamber ad in room directory for Best Western Columbia River Inn in Cascade Locks.
- Participated in webinar with CGI (referred by WebLink) about program they provide including video, phone app, Google places and other digital opportunities for Chambers.
- Provided space for Underwood Conversation District’s annual Arbor Day tree give-away.
- Proofed Columbia Gorge Arts & Culture map.
- Sent request to state legislators on Ways & Means committee for support and approval of SSB 5916.
- Provided information to Secretary of State’s historian on Camp 5 logging history in Skamania County.

**COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT**

**Event Promotion/Assistance:**
- Second Friday in Stevenson
- Gorge Blues & Brews Festival
- Gorge Days in North Bonneville
- Columbia Gorge Bluegrass Festival
- 4th of July Fireworks Show

**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. Discussed bronze statue of Sasquatch, fundraising activities, cruise ships 2015 schedule, video viewings, etc.

**Columbia River Gorge Visitors Association (CRGVA):**
- Scheduled and attended two Executive Committee meetings to discuss strategic plan, administrative assistant's job description, momentum, etc.
- Organized and held bi-monthly full Board meeting in The Dalles. Discussed new funding structure, Oregon Governors Conference on Tourism, website map project, etc.
- Completed annual Oregon state registrations and renewals for two non-profit organizations.
- Provided CRGVA and CRGVA Foundation tax information to accountant for annual filing.
- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- Attended meeting with Travel Oregon to discuss Rural Tourism Studio. CRGVA will act as the applicant for bi-state program to take place early next winter.

**Pine Creek Information Center:** Attended meeting with US Forest Service, Mount St. Helens Institute and other volunteers to work on plans for re-opening Pine Creek for the 2015 season.

**Fire and Ice Scenic Loop Steering Committee:** Attended final FISL meeting before the Corridor Management Plan goes public. Reviewed the plan page by page and gave input, suggestions for revisions and fact checks.

**Pacific Crest Trail Association:** Attending collaborative meeting with representatives from PCTA and City of Stevenson to discuss efforts to promote this section of the PCT. Working on press releases, map and other marketing efforts.
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 Stevenson Library on design of diebond signs for reading program. Delivered old signs to printing company in Portland to be recycled and picked up upon completion. Scheduled installation of new signs.
- Scheduled and organized two video viewings in continuing series of downtown development videos.
- Worked with Sasquatch Advertising on Business Spotlight of Walking Man Brewing.
- Assisted conference planner at Skamania Lodge with ideas for service project involving local non-profit organizations.
- Held three meetings related to the Courthouse Plaza project.
- Updated COS promotional website with revisions to dining, retail and recreation pages.
- Assisted Skamania Lodge Golf Pro with information on highway signage and WSDOT contact. Also discussed participation at Seattle Golf Show.
- Placed COS ad in Panorama Section of Hood River News.
- Placed COS ad and revised city map in room directory of Best Western Columbia River Inn in Cascade Locks.
- Revised SBA ad for inclusion in Stevenson High School yearbook.
- Provided photographs to Pacific Crest Imprint for inclusion in Skamania Lodge Guest Magazine.
- Produced Cruise Ships Fact Sheet with updated schedule and information and distributed to local businesses.
- Met with Skamania Lodge management to discuss summer marketing campaign.
- Provided COS maps and visitor guides to Queen of West upon first docking in Stevenson.
- Continue to work on Gorge Blues & Brews Festival with vendor applications, website updates, Facebook updates, music bookings, etc. Currently at 2125 fans on Facebook.
- Picked up Stevenson maps from printer in Hood River.
- Posted updates and announcements on Stevenson Facebook page. Currently at 2345 fans.
- Posted updates for Girls Night Out on GNO Facebook page, 160 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

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<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Total</th>
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<tr>
<td>P1C</td>
<td>Kiosk – Diebond Maintenance/Service</td>
<td>$ 205.71</td>
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<tr>
<td>P2B</td>
<td>Stevenson Map – Printing</td>
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<td>P2-D1</td>
<td>Website</td>
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<td>P2-D4</td>
<td>Other (postage, miscellaneous marketing, etc.)</td>
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<tr>
<td>P2F</td>
<td>Skamania Lodge Cooperative Projects</td>
<td>245.00</td>
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<tr>
<td>P3A</td>
<td>Gorge Blues &amp; Brews Festival</td>
<td>120.00</td>
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<td>$1,516.85</td>
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2015 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

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<th>Program</th>
<th>Description</th>
<th>Hours</th>
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<td>Website</td>
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<td>Media – Public Relations, Marketing</td>
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<td>P2F</td>
<td>Skamania Lodge Cooperative Projects</td>
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<td>25 hours</td>
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