CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT
MONTHLY REPORT and INVOICE

Contractor: Skamania County Chamber of Commerce
Reporting Period: April 2015
Amount Due: $7,083.34
Monthly Contract Amount
450.00 Promotional Program Management Time
7,131.45 Promotional Program Reimbursables
$14,664.79

VISITOR STATISTICS

<table>
<thead>
<tr>
<th>Category</th>
<th>Stevenson Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk-In Visitors</td>
<td>382</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>85</td>
</tr>
<tr>
<td>E-Mails</td>
<td>22</td>
</tr>
<tr>
<td>Business Referrals</td>
<td>1193</td>
</tr>
<tr>
<td>Tracked Overnight Stays</td>
<td>133</td>
</tr>
<tr>
<td>Mailings (student, relocation, visitor, letters)</td>
<td>254</td>
</tr>
<tr>
<td>Large Quantity Mailings (guides, brochures, etc.)</td>
<td>1501</td>
</tr>
</tbody>
</table>

CHAMBER BUSINESS

Chamber Board Meeting: The April Chamber Board meeting was held with discussion items including Biggest Loser Challenge, Spring Outdoor Expo, Washington State Trails Conference, cooperative marketing in The Gorge Magazine and other projects.

Chamber Membership: We had three new members and 28 renewals in April.

“Columbia Currents” Monthly Electronic Newsletter: The April 2015 issue was deployed on Wednesday, April 1 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 April Chamber Break was hosted by Bonneville Hot Springs Resort & Spa. 12 people were in attendance.

Chamber Business After Hours: The Cannabis Corner in North Bonneville hosted April’s Business After Hours with a ribbon cutting ceremony. Approximately 50 people attended.

Chamber Facebook Page: Posting updates several times per week. Currently at 863 fans. Create new posting for each new member.

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

Gorge Days: Held first Gorge Days planning meeting. Renewed event insurance, finalized registration for car show and taking pre-registration via website, soliciting non-profits for dinner and pancake breakfast, distributed vendor applications and received confirmations, posted event on several car show websites and many other tasks.

Chamber Marketing, Projects, Action Items:

- Attended Stevenson City Council meeting to give quarterly update on Chamber efforts and projects.
- Met with representatives of The Gorge Magazine to organize Skamania County co-op in summer issue. Distributed message to membership regarding opportunity to purchase tiles in two-page spread.
- Met with representatives of Bonneville Hot Springs Resort & Spa to give overview of Chamber operations.
- Placed display ad in Summer Visitors Guide for Southwest Washington (DeVaul Publishing) and Columbia River Gorge Visitors Magazine (revised Chamber ad prior to placement).
- Provided photographic images of Columbia River Gorge to Port of Seattle for London trade mission.
- Provided letter of support to Port of Skamania for CERB grant in North Bonneville.
- Completed application for Skamania County (via Skamania Lodge) to be the site for 2016 Washington State Trails Conference.
• Provided editorial ideas to The Columbian for special summer section and events calendar.
• Loaned Chamber pop-up display to principal of Stevenson High School for use at conference recruiting teachers. Also provided Skamania magazines.
• Worked on all aspects of Spring Outdoor Expo – recruiting participation, securing space, soliciting demonstrations, etc.
• Provided photos to Hood River News for special Skamania County section in CRG Visitors Magazine.
• Provided letter of support to Wind River Biomass REAP project.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:
• Second Friday in Stevenson
• Iron Man Strong Ale Festival
• 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. Gordy Rosander from the City of Stevenson answered questions regarding plantings and landscaping around the City. Also discussed Gorge Blues & Brews, annual clean-up day, Second Friday activities and downtown development.

Columbia River Gorge Visitors Association (CRGVA):
• Met with CRGVA liaison from Gorge Commission to update her on CRGVA activities.
• Loaned CRGVA pop-up display to Gorge Commission for use at planning conference in Seattle and provided CRG magazines for distribution.
• Worked extensively on CRGVA map project, soliciting submissions from area stakeholders, overseeing webmaster and proofing entries.
• Received CRGVA and CRGVA Foundation tax filings.
• Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
• Working with Travel Oregon on Rural Tourism Studio project prior to formal application. Determined steering committee members and scheduled first meeting.

Pine Creek Information Center: Participated in annual clean-up day at Pine Creek Information Station to ready the facilities for opening over Memorial Day weekend.

Fire and Ice Scenic Loop Steering Committee: Attended open house in Kelso to receive public comment about final draft of Corridor Management Plan. Also presented plan locally for input from residents unable to travel to Kelso.

Mount St. Helens Institute: Participated in several email conversations regarding Executive Director’s six-month review and evaluation. Attended quarterly board meeting.

Skamania County West End Transit: Worked with committee to revise 2015 schedule for seasonal transit to trails. Participated in several e-mail conversations and phone meetings to finalize document and provided graphic updates with icons for attractions along the route. Researched universal icons and created QR code for the schedule.

Oregon Governor’s Conference on Tourism: Attended Tourism Conference and exhibited on behalf of Columbia River Gorge Visitors Association, representing the Gorge as a region.
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:

- Advised conference group meeting at Skamania Lodge with ideas for service projects including local non-profit agencies.
- Organized and held two meetings related to Downtown Development.
- Organized all aspects of Stevenson Clean-Up Day. Solicited volunteers from a variety of groups, placed advertisement, updated Facebook, determined tasks, arranged equipment, etc.
- Worked with Sasquatch Advertising on Business Spotlight of Bloomsbury of Kanaka Creek.
- Provided COS maps and visitor guides to American Empress upon first docking in Stevenson.
- Continue to work on Gorge Blues & Brews Festival with vendor applications, website updates, Facebook updates, music bookings, poster creation, display ad creation, all facets of event marketing. Booked security, reserved equipment and supplies, ordered t-shirts. Solicited new sponsors. Currently at 2145 fans on Facebook.
- Picked up Stevenson maps from printer in Hood River.
- Booked music for 4th of July Fireworks.
- Posted updates and announcements on Stevenson Facebook page. Currently at 2354 fans.
- Posted updates for Girls Night Out on GNO Facebook page, 166 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</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2-D1</td>
<td>Website</td>
<td>$9.95</td>
</tr>
<tr>
<td>P2-D2</td>
<td>Print (media plan, social media, press releases, etc.)</td>
<td>5,088.00</td>
</tr>
<tr>
<td>P2-D3</td>
<td>Ad Development</td>
<td>660.00</td>
</tr>
<tr>
<td>P2E</td>
<td>Wind River Publishing Advertisements</td>
<td>580.00</td>
</tr>
<tr>
<td>P2F</td>
<td>Skamania Lodge Cooperative Projects</td>
<td>245.00</td>
</tr>
</tbody>
</table>

Program 3 Stevenson Business Assn. Events

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>P3A</td>
<td>Gorge Blues &amp; Brews Festival</td>
<td>548.50</td>
</tr>
</tbody>
</table>

Total $7,131.45

2015 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2B</td>
<td>Stevenson Map – Printing</td>
<td>2</td>
<td>60.00</td>
</tr>
<tr>
<td>P2-D2</td>
<td>Media – Public Relations, Marketing</td>
<td>5</td>
<td>150.00</td>
</tr>
</tbody>
</table>
| Program 3 SBA Events
| P3A     | Gorge Blues & Brews Festival                     | 8     | 240.00 |

15 hours $450.00