CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT
MONTHLY REPORT and INVOICE

Contractor: Skamania County Chamber of Commerce

Reporting Period: September 2015

Amount Due: $7,083.34

Monthly Contract Amount

Promotional Program Management Time: 750.00

Promotional Program Deliverables Reimbursement: 4,676.17

Total: $12,509.51

VISITOR STATISTICS

<table>
<thead>
<tr>
<th></th>
<th>Stevenson Office</th>
<th>Chamber Outpost</th>
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<tbody>
<tr>
<td>Walk-In Visitors</td>
<td>612</td>
<td>172</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>85</td>
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<tr>
<td>E-Mails</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Business Referrals</td>
<td>1807</td>
<td>402</td>
</tr>
<tr>
<td>Tracked Overnight Stays</td>
<td>201</td>
<td></td>
</tr>
<tr>
<td>Mailings (student, relocation, visitor, letters)</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Large Quantity Mailings (guides, brochures, etc.)</td>
<td>660</td>
<td></td>
</tr>
<tr>
<td>Website Visits</td>
<td>18,042</td>
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CHAMBER BUSINESS

Chamber Board Meeting: The Chamber Board met in September with a presentation from Stevenson-Carson School District Superintendent Karen Douglass regarding the upcoming replacement levy. Other agenda items included recap of summer events, Outpost update, Gorge Tourism Studio, OneGorge participation, etc.

Chamber Membership: We had two new members in September and 25 renewals in September.

“Columbia Currents” Monthly Electronic Newsletter: The September 2015 issue was deployed on Tuesday, September 1 to over 900 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: September’s Chamber Break was hosted by the Chamber with 12 people in attendance.

Chamber Business After Hours: Rock Cove Assisted Living hosted our September BAH in recognition of National Assisted Living Week. Approximately 10 people were in attendance.

Chamber Facebook Page: Posting updates several times per week. Currently at 938 fans. Create new posting for each new member.

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

North Bonneville Tourism Proposal: Submitted application for 2016 funding of three proposals: overall Chamber operation, Gorge Days and a list of marketing deliverables specific to North Bonneville.

Chamber Marketing, Projects, Action Items:
- Attended ribbon cutting at Cape Horn Trailhead kiosk and spoke about the value of hiking to our local economies and voiced appreciation of Cape Horn Conservancy’s efforts to direct hikers of their trail into the rest of the county.
- Provided visitor statistics to Vancouver realtor working on sale of property in Skamania County.
- Assisted RV group with activity ideas for 2016 gathering to be held at Skamania County Fairgrounds.
- Provided new Goldendale Chamber Director, Dana Peck, information on regional issues, CRGVA, Gorge Tourism Studio, etc.
- Provided aerial photo of Stevenson to Stevenson High School journalism class for inclusion in the yearbook.
- Helped MCEDD organize WebWorks Forum in Skamania County with location suggestions, participant suggestions, etc.
- Responded to call for photos from Port of Seattle for potential installation at Sea-Tac Airport.
- Responded to message from Bruce Sussman on behalf of Here & There Travel Show with specific information about Skamania County as a destination.
- Chamber staff celebrated the season’s end with dinner at Skamania Lodge.
- Provided letter of support to Skamania County Senior Services’ request for renewal of West End Transit’s Federal Lands grant.
- Revised statistics from WET bus surveys for the 2015 season.
- Assisted member by photocopying 2000 copies of flyer for insertion into Pioneer.
- Assisted potential new member, All Pride Fitness, with information about potential customers, utility information, promotion ideas, etc. They are buying gym in North Bonneville and plan to re-open in December.
- Filling kiosk spaces at Cape Horn Trailhead with brochures and Skamania County visitors guide.

**Bigfoot Bash and Bounty:**
- Completed planning of Bigfoot Bash and executed event with approximately 700 in attendance. Tasks included placement of display ads, distribution of posters, creation of radio campaign, vendor receipt and placement, speaker scheduling, placement of Bigfoot silhouettes, set up and tear down of event equipment and decor, secured rides and other activities including sand dig, face painting, crafts, etc., purchase of supplies and much more. Partnered with Stevenson Library on geocaching activity. Updated Facebook with event postings, currently at 737 fans.

**COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT**

**Event Promotion/Assistance:**
- Second Friday in Stevenson
- Bigfoot Bash & Bounty
- Skamania Lodge Halloween Party
- Christmas in the Gorge

**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):** Held September SBA meeting with presentation from Robin Aman with Rock Cove Assisted Living. Discussion items including recap of summer events, downtown revitalization and downtown business signage.

**Columbia River Gorge Visitors Association (CRGVA):**
- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- Gorge Tourism Studio:
  - Toured Travel Oregon administrative assistant at Skamania Lodge, Hegewald Rock Creek Center and Skyline Hospital meeting space to aid in venue selection. Contacted facilities in Hood River, The Dalles and Cascade Locks to secure space.
  - Attended Travel Oregon 101 session in Hood River to hear about the programs that they make available to the communities in Oregon within our region.
  - Attended Gorge Commission meeting in The Dalles to present Gorge Tourism Studio overview and ask for the commissioners’ attendance and participation in surveys.
- Held bi-monthly CRGVA Board meeting. Discussed funding strategies, GTS, social media, website map and improvements, book launch, etc.

**West End Transit:** Participated in phone meeting with Skamania County Senior Services, MCEDD, Department of Transportation and Friends of the Gorge to further discuss congestion issues, possible shuttling and the need to increase ridership.

**Skamania County Board of Commissioners:** Attended commissioners meeting to give quarterly update on Chamber activities and projects.

**Congressional Staffers:** Met with Dena Horton from Senator Cantwell’s office and Bryan Stebbins from Senator Murray’s office. Discussed regional issues and projects.

**Washington Scenic Byways Conference:** Attended three day conference at Sun Mountain Lodge in Winthrop.
(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:

- Laminated Stevenson downtown map and installed on new kiosk map at Cape Horn Trailhead.
- Assisted organizers of first Stevenson Waterfront Music Festival with information about liquor licensing, passed through payment for musicians, printed posters, etc.
- Attended Stevenson Park Plaza design committee meeting to review final three design proposals.
- Requested website assistance to switch out web cameras while kite cam is being repaired.
- Worked with Sasquatch on design of a new Stevenson rack card. Provided photos and review before settling on final. Will send to print and distribute for display at Multnomah Falls kiosk and other locations.
- Began to solicit local businesses to participate in 3rd Fall Hiking Weekend promotion. Participants will offer 10% discount to customers providing “proof” that they have been hiking in the area weekend of October 16-18. Promotion will include Friends of Columbia Gorge distribution along with media release.
- Shipped box of Stevenson racks cards to company who stocks Multnomah Fall kiosk.
- Distributed Celebration of Beer event information for Skamania Lodge.
- Began event planning for Christmas in the Gorge: Revised, printed and distributed vendor applications for bazaar, placed event listing in special bazaar sections of The Columbian, notified law enforcement about parade specifics, updated Facebook page, etc.
- Updated Stevenson tear-off map and picked up copies from printer in Hood River.
- Posted updates and announcements on Stevenson Facebook page. Currently at 2496.
- Posted updates for Girls Night Out on GNO Facebook page, 193 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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<tr>
<th>Program</th>
<th>Promotional Products &amp; Projects</th>
<th>P2A Stevenson Map – Updates</th>
<th>$ 188.00</th>
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<tr>
<td></td>
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<td>P2B Stevenson Map – Printing</td>
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<td>P2-D1 Website</td>
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<td>P2-D2 Marketing (media plan, social media, public relations, rack card, etc.)</td>
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<td>P2-D4 Other (postage, miscellaneous marketing, etc.)</td>
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<td>P2F Skamania Lodge Cooperative Projects</td>
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<td>Total</td>
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2015 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

| Program | Promotional Products and Projects | P2A Stevenson Map – Updates | 2 hours | 60.00 |
|---------|----------------------------------|-----------------------------|---------|
|         |                                  | P2-D1 Website | 4 hours | 120.00 |
|         |                                  | P2-D2 Media – Public Relations, Marketing | 9 hours | 270.00 |
| Program 3 | Stevenson Business Assn. Events | P3B Christmas in the Gorge | 10 hours | 300.00 |
|         |                                  |                             | 25 hours | $ 750.00 |