

**CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT
MONTHLY REPORT and INVOICE**

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Contractor:	Skamania County Chamber of Commerce		
Reporting Period:	May 2016		
Amount Due:	\$ 7,083.34	Monthly Contract Amount	
	4,922.58	COS Program Reimbursables	
	<u>720.00</u>	COS Program Management Time	
	\$ 12,725.92		

VISITOR STATISTICS

	<u>Stevenson Office</u>	<u>Chamber Outpost</u>
Walk-In Visitors:	551	170
Telephone Calls:	65	
E-Mails:	29	
Business Referrals:	1806	73
Tracked Overnight Stays:	144	12
Mailings (student, relocation, visitor, letters):	19	
Large Quantity Mailings (guides, brochures, etc.):	2,675	
Website Sessions	2,326*	
Website Users	1,898*	
COS Website Sessions	5,533	
COS Website Users	2,666	

*We have switched to Google Analytics which uses a different type of tracking statistics.

CHAMBER BUSINESS

Chamber Board Meeting: The agenda for the Chamber’s May Board meeting included Outpost preparations, summer event schedule, Bridge of the Gods tolls, Gorge Tourism Alliance, new Carson event, etc.

Chamber Membership: We had two new members in May and 18 renewals.

“Columbia Currents” Monthly Electronic Newsletter: The May 2016 issue was deployed on Monday, May 2 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: The May Chamber Break was hosted by Skunk Brothers Spirits with 9 people in attendance.

Chamber Facebook Page: Posting updates several times per week. Currently at 1152 fans. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Placed Skamania County display ad in Southwest Washington Summer Visitors Guide.
- Created flyer to promote Cape Horn After Hours Adventure and distributed.
- Attended two Port of Cascade Locks meetings to make comment on proposed Bridge of the Gods toll increases.
- Distributed Color Dash posters to various locations, made 500 photocopies of Color Dash flyer and delivered to The Dalles Chamber for inclusion in their fun run goody bags.
- Attended Cape Horn After Hours Adventure.
- Provided advice regarding membership in Washington State Destination Marketing Organization to Wenatchee Chamber.
- Met with Senator Murray’s SW Washington Director, David Hodges.
- Executed Chamber’s Outdoor Spring Expo with approximately 100 people attending.
- Assisted with promotion and execution of Red Carpet Committee’s Open House for new tenants of Port of Skamania County.
- Delivered Skamania County Visitor guides to Mount St. Helens National Volcanic Monument offices.
- Provided member labels to Skamania County Fair Board.
- Secured location for new Carson event, Logtoberfest, at Elk Ridge Golf Course.

- Designed new display ad for inclusion in Columbian's Destination NW Section. Also purchased ad for WET Bus Transit.
- Prepared Chamber Outpost for opening on Memorial Day weekend: painted guardrail, weed-eated and swept, planted flower boxes, arranged for toilet and water cooler delivery, set up brochures, etc. Purchased iPad mini for internet access and renewed cell phone.
- Filling kiosk spaces at Cape Horn Trailhead with brochures and Skamania County visitors guide.
- Gorge Days tasks:
 - Held second planning meeting. Discussed garage sales, beer garden set-up, car show activities, trophies, carnival and kiddy rides, live music, vendor set-up and much more.
 - Updated activity information for website.
 - Updated Facebook page, currently at 1267 fans.
 - Designed new ad and placed in Destination NW section of The Columbian.
 - Sent flyers to car show promoter for distribution at their event.
 - Submitted event for inclusion on Oregonian's web calendar.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- Second Friday in Stevenson
- Gorge Blues & Brews Festival
- Gorge Days
- Columbia Gorge Bluegrass Festival
- Skamania County Fair
- Logtoberfest

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 May SBA meeting. Discussion items included Main Street progress, Stevenson Clean-Up Day, summer events, toll increases, etc.

Columbia River Gorge Visitors Association (CRGVA):

- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- Provided letter of support from CRGVA to Confluence Project for a grant application.
- Held conference call to discuss content for seasonal CRGVA newsletter.
- Created agenda and held bi-monthly CRGVA Board meeting. Discussed RARE student application, GTA, website updates, newsletter, etc.
- Gorge Tourism Alliance:
 - Attended Marketing Action Team (MAT) meeting and discussed regional website, guest training, branding, manifesto, etc.
 - Met with representatives of World Affairs Council of Oregon and visitors from Montenegro to update them on tourism activities in the Gorge.
 - Attended day-long guest hospitality training and “train the trainer” session provided by Oregon Restaurant and Lodging Association.

Skamania County Fair Board: Attended monthly Board meeting.

(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:

- Gorge Blues & Brews tasks:
 - Facebook updates, currently at 3702
 - Continuing to update website.

- Finalized music line-up on second stage.
 - Held second GBBF planning meeting with committee members.
 - Working on t-shirts, beer glasses, lanyard, coasters, etc.
 - Secured dumpsters, portable toilets, refrigerated truck, tents, staging, etc.
 - Solicited design of 2016 poster and ads. Placed display ads in Destination NW section in The Columbian, Cascade Blues Association, Washington Blues Society newsletter, Entertainer, Willamette Week, Inland Empire Blues Society newsletter. Secured radio spots on Bi-Coastal Media and Tri-Cities radio. Submitted event to Oregonian's web calendar.
 - Composed and distributed press release.
 - Created Facebook campaign for GBBF.
 - Assisted Pioneer staff with ideas for advertisers, content, photos and information for GBBF special section.
- Advised 4th grade teacher on ideas for Stevenson field trip.
 - Provided information of summer news in Stevenson including Skamania Lodge's treehouses to Seattle Met magazine.
 - At their request, proofed Skamania Lodge's summer brochure before printing and mass mailing.
 - Mailed cases of Stevenson rack card for distribution at Multnomah Falls information kiosk.
 - Transported downtown Stevenson diebond signs to Oregon Blue Print for date changes on GBBF, Bluegrass, County Fair and Show N'Shine signs.
 - Created 70 registration/welcome packets for TearDrop Trailer group at Skamania County Fairgrounds.
 - Provided photos for City of Stevenson business license.
 - Scheduled and attended second Stevenson Main Street meeting. Secured maps of downtown tax lots for Main Street coordinator.
 - Renewed ad placement in Best Western Columbia River Inn room directory and updated Stevenson map for inclusion.
 - Posted updates and announcements on Stevenson Facebook page. Currently at 2712 fans.
 - Posted updates for Girls Night Out on GNO Facebook page, 236 fans. Included details on GNO specials in Under Currents

2016 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 1	Stevenson Street Enhancement		
P1C	Diebond Maintenance/Service		\$ 417.00
Program 2	Promotional Products and Projects		
P2A	Stevenson Map – Updates		93.00
P2-D1	Website		219.95
P2-D2	Media, Public Relations, Marketing, Etc.		2,297.63
P2E	Wind River Publishing Advertisements		580.00
P2F	Skamania Lodge Cooperative Projects		245.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival		<u>1,070.00</u>
			<u>\$4,922.58</u>

2016 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Program 1	Stevenson Street Enhancement		
P1C	Diebond Maintenance/Service	3 hours	\$ 90.00
Program 2	Promotional Products and Projects		
P2-D2	Media – Public Relations, Marketing	6 hours	180.00
P2E	Wind River Publishing Advertisements	1 hour	30.00
P2F	Skamania Lodge Cooperative Projects	2 hours	60.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival	<u>12 hours</u>	<u>360.00</u>
		24 hours	\$ 720.00