

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

Contractor:	Skamania County Chamber of Commerce		
Reporting Period:	August 2016		
Amount Due:	\$ 7,083.34	Monthly Contract Amount	
	8,672.00	COS Program Reimbursables	
	<u>360.00</u>	COS Program Management Time	
	\$ 16,115.34		

**VISITOR STATISTICS**

	<u>Stevenson Office</u>	<u>Chamber Outpost</u>
Walk-In Visitors:	979	585
Telephone Calls:	74	
E-Mails:	16	
Business Referrals:	2,361	1,724
Tracked Overnight Stays:	274	68
Mailings (student, relocation, visitor, letters):	32	
Large Quantity Mailings (guides, brochures, etc.)	1,171	
Website Sessions	2,448*	
Website Users	1,996*	
COS Website Sessions	7,984*	
COS Website Users	3,168*	

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

**CHAMBER BUSINESS**

**Chamber Board Meeting:** The Chamber board meeting included updates on summer events and planning for future, Gorge Tourism Alliance efforts, Outpost status, GO! Local app, etc.

**Chamber Membership:** We had three new members and 17 renewals in August.

**“Columbia Currents” Monthly Electronic Newsletter:** The August 2016 issue was deployed on Monday, August 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:** The August Chamber Break was hosted by The Cabin Drive-Thru with 15 people in attendance.

**Chamber Facebook Page:** Posting updates several times per week. Currently at 1233 fans. Create new posting for each new member.

**Chamber Marketing, Projects, Action Items:**

- Provided Scenic WA publisher ideas for local hikes, attractions, etc. Met with to review amenities in Skamania County.
- Assisted potential resident with internet issues.
- Held Gorge Days recap meeting. Working on final reconciliation and invoicing City of North Bonneville for Gorge Days expenses.
- Provided Washington Filmworks with contact information for potential Mount St. Helens location scout.
- Met with new Government Affairs person with Insitu. Discussed opportunities for Insitu to get involved in countywide activities, potential sponsorships, etc.
- Met with Dena Horton, Senator Maria Cantwell staffer, and discussed regional issues and activities.
- Attended Skamania County Fair opening ceremonies.
- Worked with Skamania EDC to organize Candidates Night. Designed ad and placed in Pioneer. Executed event at Walking Man Brewing with 60 people in attendance.
- Assisted Chamber member with fundraising ideas for library benefit. Distributed sponsorship flyer to membership.
- Completed SAM (System for Award Management) renewal so that we can receive federal funds.
- Filling kiosk spaces at Cape Horn Trailhead with brochures and Skamania County visitors guide.
- Assisted City of North Bonneville with execution of Color Dash. Provided prizes, secured volunteers, handled registration check-in, distributed color on the route, assisted with finish and cleaned up.

- Designed poster informing reader of parade route change and distributed. Finalized Skamania County Fair Parade plans, confirmed volunteers, mapped out staging area, placed entries in order and executed parade with 65 entries.
- Assisted with Skamania County Fair Market Sale bidding process and checkout of buyers.
- Held third planning meeting for Logtoberfest in Carson. Tasks include:
  - Identifying and scheduling country bands.
  - Updated Facebook page with event schedule. Currently 800 fans.
  - Distributing vendor applications.
  - Securing liquor license.
  - Determining foot print of event space, etc.
- Organized Skamania County Chamber Board Field Trip with one participant, plus staff.

## **COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT**

### **Event Promotion/Assistance:**

- Color Dash
- Skamania County Fair and Parade
- Stevenson Waterfront Music Festival
- Show N' Shine and Motorcycle Rally
- 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):** Composed agenda and held SBA meeting with discussion around summer events, Bridge of the Gods update and Stevenson Downtown Association.

### **Columbia River Gorge Visitors Association (CRGVA):**

- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- RARE participant selected and confirmed. Participated in online/conference call training with other RARE sponsors. Advised on housing possibilities.
- Gorge Tourism Alliance:
  - Worked with three Action Team leaders on Travel Oregon Matching Grant Worksheet, compiled information and submitted by deadline.
  - Had phone meeting with consultant hired to assist with transition of CRGVA to CGTA.
  - Participated in conference call to define CGTA's presentation to Columbia River Gorge Commission in September.

**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:**

- Designed Gorge Blues & Brews thank you ad and placed in Skamania County Pioneer.
- Loaded Stevenson Park Plaza project on Agora platform, enabling consideration for funding under CEDS program.
- Created registration packets for Show N' Shine car show at Columbia Gorge Interpretive Center Museum.
- Scheduled and attended Stevenson Main Street meeting. Composed minutes.
- Completed IRS paperwork, after several revisions, for Stevenson Downtown Association and submitted.
- Posted updates and announcements on Stevenson Facebook page. Currently at 2795 fans.

**2016 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 2	Promotional Products and Projects		
P2-D1	Website		\$ 219.95
P2-D2	Media, Public Relations, Marketing, Etc.		3,207.05
P2F	Skamania Lodge Cooperative Projects		245.00
Program 3	Stevenson Business Association Events		
P3C	4 <sup>th</sup> of July Fireworks		<u>5,000.00</u>
			\$ 8,672.00

**2016 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME**

Program 2	Promotional Products and Projects		
P2-D2	Media – Public Relations, Marketing	6 hours	\$ 180.00
P2-D4	Other (postage, miscellaneous marketing, etc.)	6 hours	<u>180.00</u>
		12 hours	\$ 360.00