

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

Contractor:	Skamania County Chamber of Commerce		
Reporting Period:	January 2017		
Amount Due:	\$ 7,083.34	Monthly Contract Amount	
	2,424.95	COS Program Reimbursables	
	<u>210.00</u>	COS Program Management Time	
	\$ 9,718.29		

**VISITOR STATISTICS**

Stevenson Office

Walk-In Visitors:	40
Telephone Calls:	35
E-Mails:	9
Business Referrals:	755
Tracked Overnight Stays:	5
Mailings (student, relocation, visitor, letters):	16
Large Quantity Mailings (guides, brochures, etc.)	
Website Sessions	3,943
Website Users	2,901
COS Website Sessions	8,015
COS Website Users	3,200

**CHAMBER BUSINESS**

**Chamber Board Meeting:** January agenda items included election of officers for 2017, Annual Dinner plans, 2017 budget, 2016 year-end budget, funding ideas, website needs, Port of Seattle grant, etc.

**Chamber Membership:** We had three new members and 27 renewals in January

**“Columbia Currents” Monthly Electronic Newsletter:** The January 2017 issue was deployed on Tuesday, January 3 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 January Chamber Break was cancelled due to weather.

**Chamber Facebook Page:** Posting updates several times per week. Currently at 1,306 fans. Create new posting for each new member.

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

- Reviewed final version of 2017 Skamania County Visitors Guide prior to going to printer.
- Updated website information for local exercise classes, fitness options.
- Finalized all plans for Annual Dinner and Awards Ceremony – ordered awards, created PowerPoint slide show highlighting sponsors, ordered sponsor signs for display at dinner, created programs, composed speeches including Business & Member of Year, finalized dinner plans with Skamania Lodge, confirmed with hypnotist. Dinner was then cancelled due to ice storm. Communicated date change with attendees.
- Provided “hidden gems” for Skamania County section of Columbia River Gorge Visitors Guide.
- Editing pages of Columbia River Gorge Visitors Guide for editor.
- Proofed market sale and county fair regulations.
- Updated listings in 2017 Washington Festival & Events Guide for Logtoberfest and Gorge Days.

**COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT**

**Event Promotion/Assistance:**

- Gorge Blues & Brews Festival
- GorgeGrass
- All Stevenson Events

**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 about Stevenson Downtown Association – Main Street Program, Christmas in the Gorge recap, stop sign removal, etc.

**Stevenson Downtown Association (SDA):** Monthly meeting was cancelled to due to weather.

**Columbia Gorge Tourism Alliance (CGTA):**

- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- RARE Placement: Working with Sara on project management of CGTA tasks.
- Gorge Tourism Alliance:
  - Finalized plans for CGTA meeting on January 17 which was then cancelled due to weather.
  - Serving on sub-committee designing a customer service training curriculum for the 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:**

- Posted updates and announcements on Stevenson Facebook page. Currently at 2873 fans.
- Placed ½ display ad in new 1889 Magazine – Washington.
- Updated listings in Washington Festival & Events Guide for Stevenson events in 2017.
- Scheduled first planning meeting for Gorge Blues & Brews Festival which was cancelled due to weather.
- Responding to requests from musicians to perform at Gorge Blues & Brews.

**2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 2	Promotional Products and Projects		
P2A	Stevenson Map – Updates	\$	22.00
P2-D1	Website, Etc.		219.95
P2-D2	Print, Social Media, Etc.		855.00
P2E	Wind River Publishing Advertisements		1,083.00
P2F	Skamania Lodge Cooperative Projects		245.00
			<u>2,424.95</u>
		\$	2,424.95

**2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME**

Program 2	Promotional Products and Projects		
P2-D2	Media – Public Relations, Marketing	5 hours	\$ 150.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival	2 hours	<u>60.00</u>
		7 hours	\$ 210.00