

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

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Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	June 2017	
Amount Due:	\$ 7,083.34	Monthly Contract Amount
	1,050.00	COS Program Management Time
	<u>5,453.29</u>	Monthly Reimbursables
	\$ 13,586.63	

**VISITOR STATISTICS**

	<u>Stevenson Office</u>	<u>Outpost</u>
Walk-In Visitors:	688	344
Telephone Calls:	99	
E-Mails:	23	
Business Referrals:	2,040	2,304
Tracked Overnight Stays:	142	78
Mailings (student, relocation, visitor, letters):	35	
Large Quantity Mailings (guides, brochures, etc.):	425	
Chamber Website Pageviews	4,111	
COS Website Pageviews	13,513	

**CHAMBER BUSINESS**

**Chamber Board Meeting:** June agenda items included website project status, events schedule, Executive Director annual review, board vacancies, etc.

**Chamber Membership:** We had four new members and 17 renewals in June.

**“Columbia Currents” Monthly Electronic Newsletter:** The June 2017 issue was deployed on Thursday, May 1 to over 1,000 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 June Chamber Break was hosted by Elk Ridge Bar & Grill at Elk Ridge Golf Course in Carson with eight people in attendance.

**Chamber Happy Hour:** The Port of Cascade Locks hosted the June Chamber Happy Hour and turned it into a Cascade Locks Business Showcase with over 20 businesses participating. 75-100 people were in attendance.

**Chamber Facebook Page:** Posting updates several times per week. Currently at 1,384 fans. Create new posting for each new member.

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

- Provided updated WET Bus display ad for publication in Skamania Fun Map.
- Attended meeting in Yakima with Visit Rainier and Yakima CVB to discuss plans for Columbia Cascades & Cabernet loop with itineraries and marketing.
- Participated in annual review with board member committee.
- Participated in meeting with community members and the publisher/owner of the Skamania County Pioneer.
- Replied to request from Public Employees Benefits Board for more documentation on Chamber’s qualification to be part of their health care plan.
- Renewed registration with federal government’s System of Award Management.
- Presented quarterly update to Skamania County Board of Commissioners.
- Attended North Bonneville City Council meeting and provided update on Gorge Days planning.
- Presented North Bonneville City Council with rough draft of North Bonneville rack card.
- Chamber website project:
  - Reviewed website design providing input on placement, navigation, etc. Provided content for events, testimonials, etc. along with additional images...
- Gorge Days in North Bonneville
  - Placed display ads in Pioneer, Camas-Washougal Post Record, Hood River News, The Dalles Chronicle, White Salmon Enterprise. Scheduled radio campaign.
  - Composed press release and distributed to regional media.

- Held Gorge Days planning meeting. Discussed schedule of activities, beer garden, entertainment, car show, etc.
- Ordered banners, printed posters and distributed, printed 2,000 copies of schedule/flyer for insertion into Pioneer.
- Distributed 400 Gorge Days Car Show flyers at Beaches Cruise-in.
- Updating Facebook page, currently at 1734 fans.
- Continued to fill brochure boxes at Cape Horn Trail information kiosk.

## **COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT**

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

- Gorge Blues & Brews Festival
- Gorge Days
- GorgeGrass
- All Stevenson Events
- 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, and reconcile bank statements. Monthly meeting was held at Elk Ridge Golf Course.

**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, RDI Leadership Program and project, Gorge Blues & Brews Festival, etc.

**Stevenson Downtown Association (SDA):** Did not attend the June SDA meeting due to conflict with North Bonneville City Council meeting. Met with new Executive Director, Paul Hendricks, to review relationship with SBA and Chamber.

### **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:
  - Attended Marketing Action Team meeting. Reviewed WeSpeak training sessions, discussed website and future grant opportunities.
  - Administering matching grant including payments to partners.

**Skamania County Fair Board:** Attended monthly Fair Board meeting.

**RDI Leadership Program:** Attended last full session of leadership training. Assisted with marketing tasks for POP project. Copied 2,000 flyers for insertion into Pioneer. Distributed POP flyers to all elementary schools in the county.

*(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:**

- Provided content for Summer Stevenson Tracker electronic newsletter including stories on new businesses in Stevenson, summer events and Gorge Blues & Brews. Newsletter deployed on June 13.
- Composed and distributed press release for 4<sup>th</sup> of July activities. Created ad for 4<sup>th</sup> of July and placed in Pioneer. Created poster and distributed.
- Delivered summer event diebond signs to Oregon BluePrint for date changes. Picked up signs upon completion. Ordered new signs with updated verbiage for Stevenson GorgeGrass Festival.
- Working with Sasquatch Advertising on Instagram campaign – providing content and ideas.

- Attended Stevenson City Council meeting to participate in Executive Session discussion regarding lodging tax allocation for Port of Skamania’s waterfront project.
- Continue to update SBA group with cruise ship schedules as provided by Port staff.
- Posted updates and announcements on Stevenson Facebook page. Currently at 2995 fans.
- Renewed ad space in Skamania County Fun Map and on Pacific Crest Trail Map.
- Working on all aspects of Gorge Blues & Brews Festival. Tasks accomplished this month include (but are not limited to):
  - Received coaster shipment and distributed to participating breweries and local restaurants.
  - Finalized all plans for Gorge Blues & Brews Festival and executed event with over 700 in attendance on Friday night and over 1,200 on Saturday.
  - Organized clean-up following event.
  - Working on financial reconciliation.
  - Consistently posting updates on Facebook page, currently at 4125 followers.

**2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 1	Stevenson Street Enhancement	
P1C	Kiosk – Diebond maintenance/service	\$ 360.00
Program 2	Promotional Products and Projects	
P2-D1	Website, Etc.	219.95
P2-D2	Print, Social Media, Etc.	2,323.34
P2E	Wind River Publishing Advertisements	525.00
P2F	Skamania Lodge Cooperative Projects	245.00
Program 3	Stevenson Business Association Events	
P3A	Gorge Blues & Brews Festival	1,080.00
P3C	4 <sup>th</sup> of July Fireworks	<u>700.00</u>
		<u>\$ 5,453.29</u>

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

Program 1	Stevenson Street Enhancement		
P1C	Kiosk – Diebond maintenance/service	2 hours	\$ 60.00
Program 2	Promotional Products and Projects		
P2-D1	Website, Electronic Newsletter, etc.	3 hours	90.00
P2-D2	Media – Public Relations, Marketing	4 hours	120.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival	20 hours	600.00
P3C	4 <sup>th</sup> of July Fireworks	<u>6 hours</u>	<u>180.00</u>
		35 hours	\$1,050.00