

# CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

Contractor: Skamania County Chamber of Commerce  
 Reporting Period: July 2017  
 Amount Due: \$ 7,083.34  
 330.00  
 14,706.31  
 \$ 22,119.65

Monthly Contract Amount 1  
 COS Program Management Time  
 Monthly Reimbursables

Chamber 7083.34  
 3BA 15036.31  
 22119.65

### VISITOR STATISTICS

	<u>Stevenson Office</u>	<u>Outpost</u>
Walk-In Visitors:	1,053	497
Telephone Calls:	77	
E-Mails:	12	
Business Referrals:	2,059	746
Tracked Overnight Stays:	287	47
Mailings (student, relocation, visitor, letters):	41	
Large Quantity Mailings (guides, brochures, etc.):	790	
Chamber Website Pageviews	3,780 (through July 27)	
COS Website Pageviews	17,480	

### CHAMBER BUSINESS

**Chamber Board Meeting:** We do not hold a board meeting in July due to summer schedules.

**Chamber Membership:** We had five new members in July and 12 renewals.

**“Columbia Currents” Monthly Electronic Newsletter:** The July 2017 issue was deployed on Monday, July 3 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 July Chamber Break was hosted by Bonneville Dam rangers at the Washington Shore Visitors Center with eight people in attendance.

**Chamber Happy Hour:** The July Happy Hour was hosted by ProActive Pest Control and Cascade Kitchen at Gator Creek Gardens in Carson with close to 100 in attendance.

**Chamber Facebook Page:** Posting updates several times per week. Currently at 1,367 fans. Create new posting for each new member.

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

- Provided top 10 Skamania County points of interest for inclusion on the South Cascades Loop promotion.
- Met with website designers for review. Provided input, content and photos.
- Gorge Days in North Bonneville:
  - Compiled goody bags for distribution to car show registrants.
  - Contacted all pre-registrants with weekend information.
  - Solicited and received trophy sponsors. Chose trophy design, ordered and received delivery.
  - Created raffle baskets.
  - Scheduled set up and removal of fencing, staging, tent, dumpsters, port-a-potties, kids rides.
  - Executed event with close to 150 cars participating in car show and over 1,000 attendees.
  - Managed beer garden with all related tasks covered by Chamber staff.
  - Updating Facebook page, currently at 1735 fans.
- Continued to fill brochure boxes at Cape Horn Trail information kiosk.
- Solicited volunteers for GorgeGrass beer garden. Secured donations of beer and cider, purchased wine, glasses, etc. Organized delivery of product and executed three nights of beer garden activity. Handled bookkeeping for the activity.

## **COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT**

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

- 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 but staff did not attend in July.

**North Bonneville Business & Community Association (NBBCA):** This group is not meeting currently.

**Stevenson Business Association (SBA):** The SBA does not meet in July.

**Stevenson Downtown Association (SDA):** Did not attend the July SDA meeting.

### **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:
  - Administering matching grant including payments to partners.
  - Reviewed applications from potential RARE applicants for 2017-18 school year.
  - Attended bi-monthly full Alliance meeting.

**Skamania County Fair Board:** Fair Board does not meet in July. Assisted with printing and distribution of Fair posters, reviewed and proofed market sale invitations and program, fair schedule, etc.

*(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:**

- Organized set-up, met band needs, assisted vendors and executed 4<sup>th</sup> of July Fireworks show with approximately 800 people in attendance.
- Working with Sasquatch Advertising on Instagram campaign – providing content and ideas.
- Continue to update SBA group with cruise ship schedules as provided by Port staff.
- Posted updates and announcements on Stevenson Facebook page. Currently at 3022 fans.
- Sold Local passes for Stevenson GorgeGrass Festival.
- Picked up latest version of Stevenson tear-off map in Hood River.

**2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 2	Promotional Products and Projects		
P2B	Stevenson Map – Printing	\$	299.41
P2-D1	Website, Etc.		2,049.75
P2-D2	Print, Social Media, Etc.		3,479.25
P2F	Skamania Lodge Cooperative Projects		245.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival		3,369.60
P3C	4 <sup>th</sup> of July Fireworks		<u>5,263.30</u>
		\$	<u>14,706.31</u>

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

Program 2	Promotional Products and Projects		
P2B	Stevenson Map – Printing	1 hour	\$ 30.00
P2-D2	Media – Public Relations, Marketing	5 hours	150.00
Program 3	Stevenson Business Association Events		
P3C	4 <sup>th</sup> of July Fireworks	<u>5 hours</u>	<u>150.00</u>
		11 hours	\$ 330.00

( )

( )

( )