

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

10.C

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	August 2017	
Amount Due:	\$ 7,083.34	Monthly Contract Amount
	390.00	COS Program Management Time
	<u>3,475.75</u>	Monthly Reimbursables
	\$ 10,949.09	

VISITOR STATISTICS

	<u>Stevenson Office</u>	<u>Outpost</u>
Walk-In Visitors:	906	702
Telephone Calls:	73	
E-Mails:	18	
Business Referrals:	2,055	568
Tracked Overnight Stays:	269	96
Mailings (student, relocation, visitor, letters):	26	
Large Quantity Mailings (guides, brochures, etc.):	790	
Chamber Website Pageviews	2,266 (from August 10)	
COS Website Pageviews	14,953	

CHAMBER BUSINESS

Chamber Board Meeting: The August Board meeting was held with discussion items including board vacancies, new website launch, recap of summer events, Skamania County Fair parade, South Cascades Loop video tour, etc.

Chamber Membership: We had four new members in August and 12 renewals.

“Columbia Currents” Monthly Electronic Newsletter: The August 2017 issue was deployed on Tuesday, August 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 August Chamber Break was cancelled due to a lack of host.

Chamber Happy Hour: The August Happy Hour was hosted by Skamania Chiropractic and Rehabilitation in Stevenson with close to 100 in attendance.

Chamber Facebook Page: Posting updates several times per week. Currently at 1,443 fans. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Provided attraction/visitation suggestions for Mahre Media team during videotaping of Skamania County portion of South Cascades Loop. Secured lodging for overnight stay in Home Valley. Met with Shannon and Andy to discuss logistics and itinerary.
- Launched new website. Continue to work on updates. Held training session on WordPress maintenance.
- Discussed new electronic newsletter template with website designers, provided input and suggestions. Held training session. New version launched on August 24. Continue to work on templates.
- Met with landowners and project manager of new spa resort planned for Home Valley. Provided contact information for commissioners, etc.
- Designed new Visitor Information sign for exterior of building. Ordered sign, picked up and secured installation.
- Provided pertinent tourism stats and information for EOC grant application.
- Organized and held roundtable sessions with Senator Murray legislative aide from Washington DC. Chamber, EDC and Port participated.
- Worked on North Bonneville rack brochure. Reviewed, edited, sized images, etc.
- Gorge Days in North Bonneville:
 - Held Gorge Days recap meeting.
 - Working on financial reconciliation.
- Organized and executed Skamania County Fair Parade with over 60 entries. Composed parade announcements, provided to emcee, secured garbage clean-up, etc.
- Continued to fill brochure boxes at Cape Horn Trail information kiosk.

- Bigfoot Bash at Logtoberfest planning:
 - Held Logtoberfest planning meeting.
 - Secured two country bands, sound, fencing, chair rental, port-a-potties, etc.
 - Distributed vendor applications.
 - Secured liquor license and event insurance.
 - Updated Facebook page, currently at 1035 followers. Met with Backwoods Brewing's Facebook guru to merge pages and discuss game plan.
 - Ordered t-shirts, logo update, posters.
 - Ordered glassware.
 - Secured cheerleaders to provide children's activities.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- Logtoberfest
- Christmas in the Gorge

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 August.

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

Stevenson Business Association (SBA): Composed and distributed agenda for SBA meeting. Discussion items included new vacancy for president and vice-president, recap of summer events, upcoming parade, city manager status, SDA efforts, etc.

Stevenson Downtown Association (SDA): Attended the SDA meeting. Discussion items including installation of sign on courthouse lawn promoting Stevenson Park Plaza project, application for Washington and federal Main Street programs, new SDA website, etc.

Columbia Gorge Tourism Alliance (CGTA):

- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- RARE Placement: Participated in RARE supervisor orientation. Communicating with new placement for 2017-18 year and upcoming tasks.
- Gorge Tourism Alliance:
 - Compiled all final invoices for Matching Grant reporting purposes.
 - Provided letters of support for CFIT and GOAT applications to Travel Oregon's Competitive Grant process.
 - Reviewed TO's Columbia River Gorge Tourism Studio Summary report.
 - Organized and attended Columbia Gorge Tourism Alliance Advisory Team meeting. Discussion items included board matrix, funding, RARE tasks, September full Alliance meeting.

Skamania County Fair Board: Fair Board does not meet in August. Assisted at Skamania County Fair Market Sale by inputting bids and finalizing invoices, assisted with ongoing reconciliation of market sale financials. Met with Market Sale committee to discuss improvements for next year

(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:

- Held Gorge Blues & Brews Festival recap meeting. Final reconciliation realized approximately \$3,000 in profit. Discussed planning for 25th anniversary of event in 2018.
- Distributed press release on new Aerial Adventure Park at Skamania Lodge for inclusion in Washington Tourism Alliance newsletter.
- Placed hiking ad in Skamania Magazine (publication in guestrooms at Skamania Lodge).
- Placed new order for additional Stevenson bags.
- Worked with Port on uploading new weather station to website.
- 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 3106 fans.

2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website, Etc.	\$ 219.95
P2-D2	Print, Social Media, Etc.	3,010.80
P2F	Skamania Lodge Cooperative Projects	<u>245.00</u>
		<u>\$ 3,475.75</u>

2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Program 2	Promotional Products and Projects		
P2-D1	Website, etc.	3 hours	\$ 90.00
P2-D2	Media – Public Relations, Marketing	<u>10 hours</u>	<u>300.00</u>
		13 hours	\$ 390.00