

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT
MONTHLY REPORT and INVOICE

Table with 2 columns: Contractor/Reporting Period/Amount Due and Skamania County Chamber of Commerce/September 2017/\$ 7,083.34/840.00/5,804.07/\$ 13,727.41

VISITOR STATISTICS

Table with 3 columns: Visitor Type, Stevenson Office, and Outpost. Rows include Walk-In Visitors, Telephone Calls, E-Mails, Business Referrals, Tracked Overnight Stays, Mailings, Chamber Website Pageviews, and COS Website Pageviews.

CHAMBER BUSINESS

Chamber Board Meeting: The September Board meeting was held with discussion items including board vacancies, post-fire discussions, EDC move, event recap, South Cascades Loop, 2018 funding, etc.

Chamber Membership: We had two new members in September and 12 renewals.

“Columbia Currents” Monthly Electronic Newsletter: The September 2017 issue was deployed on Friday, September 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 September Chamber Break was hosted by Costco in the Chamber office with 15 people in attendance.

Chamber Happy Hour: The Chamber Happy Hour was hosted by Carson Ridge Luxury Cabins in Carson with close to over 50 people in attendance.

Chamber Facebook Page: Posting updates several times per week. Currently at 1,459 fans. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Held two remote training sessions for website maintenance and newsletter instruction.
Attended Democratic Rural Summit at Senator Murray’s invitation in Washington DC.
Finalized work on North Bonneville rack brochure. Requested printing quotes from two local printers.
Continued to fill brochure boxes at Cape Horn Trail information kiosk.
Interviewed by The Columbian regarding impacts of Eagle Creek fire on local businesses.
Drove to Maryhill Winery to pick up additional wine for Happy Hour events.
Interviewed by US News & World Report in role as Columbia Gorge Tourism Alliance member regarding Eagle Creek fire.
Took staff out to dinner for end of season celebration.
Secured meeting space for Lewis & Clark National Historic Trail Geotourism workshop.
Provided Chamber update to Dana Peck (Goldendale Chamber Director) for reporting at quarterly MCEDD meeting.
Met with Carrie from Carson Hot Springs to discuss utilizing space there for Small Business Showcase in November.
Distributed message to Chamber members regarding vacant board position and solicited letters of interest.
Working with Wind River Publishing on cover images for 2018 Skamania County Visitors Guide.
Working with regional partners on campaign to enjoy visitation to the Columbia River Gorge post fire. Provided information on activities and attractions in Skamania County communities for inclusion in press release.

- Bigfoot Bash at Logtoberfest planning:
 - Held Logtoberfest planning meeting.
 - Composed press release and distributed to media list.
 - Received poster design, physical posters and distributed.
 - Placed display ads in regional newspapers, Defined radio campaign.
 - Scheduled and finalized KATU remote shoot at venue.
 - Updating Facebook page, currently at 2037 followers.

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. Attended monthly meeting held at Elk Ridge Golf Course. Discussion items included Logtoberfest planning, cross streets on Wind River Highway and Christmas event.

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

Stevenson Business Association (SBA): Composed and distributed agenda for SBA meeting. The meeting was cancelled due to Eagle Creek fire.

Stevenson Downtown Association (SDA): Attended the SDA meeting. Discussion items application for Washington and federal Main Street programs, new SDA website, goals and objectives, Walnut Park upgrade, etc.

Columbia Gorge Tourism Alliance (CGTA):

- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- RARE Placement: New RARE member began working mid-September. Meet with her on weekly basis to review workplan, communications, tasks and projects.
- Gorge Tourism Alliance:
 - Organized and attended full Columbia Gorge Tourism Alliance meeting. Facilitated meeting with discussion items including affirmation of new CGTA board members, post-fire plans and discussions, grant opportunities, etc.

Skamania County Fair Board: Attended Fair Board meeting. Discussion items included recap of fair activities, 4-H camping, premiums, carnival, etc. Assist with reconciliation of Fair Board accounts, mailing of market sale checks, 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:

- Placed Stevenson display ad in 2018 issue of Skamania County Visitors Guide.
- Interviewed by KXL radio (at request of Walking Man) regarding current conditions in Stevenson following fire and Hoptoberfest plans.
- Distributed Hoptoberfest press release. Also distributed press release regarding Hawk Merlin Studios fundraiser at Walking Man post-fire.
- Met with Director of Sales & Marketing at Skamania Lodge to discuss joint events and plans for 2018 including 25th anniversary of Skamania Lodge, Big River Grill and Gorge Blues & Brews Festival.
- Distributed message to local businesses regarding participation in Fall Hike the Gorge Weekend and scheduled for October 13-15.
- Finalized upload of weather station to website.
- Ordered and picked up Stevenson maps.
- 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 3142 fans.
- Revised, printed and mailed Christmas in the Gorge bazaar vendor applications. Receiving applications and payment. Placed bazaar notices and ads in The Columbian special section.
- Through Show the Gorge Some Love campaign, secured space on Portland Today weekly television show. Recruited Bonnie from Bloomsbury and out on a limb to be interviewed and represent Stevenson’s perspective of business levels during and post-fire.

2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects		
P2B	Stevenson Map – Printing	\$	149.70
P2-D1	Website, Etc.		484.05
P2-D2	Print, Social Media, Etc.		3,388.59
P2-D4	Other (Stevenson Bags)		852.73
P2E	Wind River Publishing Advertisements		684.00
P2F	Skamania Lodge Cooperative Projects		<u>245.00</u>
		\$	5,804.07

2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Program 2	Promotional Products and Projects		
P2B	Stevenson Map – Printing	2 hours	\$ 60.00
P2-D1	Website, etc.	2 hours	\$ 60.00
P2-D2	Media – Public Relations, Marketing	16 hours	480.00
P2F	Skamania Lodge Cooperative Projects	2 hours	60.00
Program 3	Stevenson Business Association Events		
P3B	Christmas in the Gorge	<u>6 hours</u>	<u>180.00</u>
		28 hours	\$ 840.00