

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

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Contractor:	Skamania County Chamber of Commerce		
Reporting Period:	October 2017		
Amount Due:	\$ 7,083.34	Monthly Contract Amount	
	900.00	COS Program Management Time	
	<u>2,020.10</u>	Monthly Reimbursables	
	\$ 10,003.44		

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	274
Telephone Calls:	52
E-Mails:	12
Business Referrals:	775
Tracked Overnight Stays:	107
Mailings (student, relocation, visitor, letters):	13
Large Quantity Mailings (guides, brochures, etc.):	200
Chamber Website Pageviews	2,413
COS Website Pageviews	9,381

CHAMBER BUSINESS

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

Chamber Membership: We had one new members in October and 25 renewals.

“Columbia Currents” Monthly Electronic Newsletter: The October 2017 issue was deployed on Monday, October 2 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 October Chamber Break was cancelled due to lack of a host.

Chamber Happy Hour: The Chamber Happy Hour was hosted by Stevenson Community Library with over 50 people in attendance.

Chamber Facebook Page: Posting updates several times per week. Currently at 1,468 fans. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Attended Skamania County Commissioners meeting for quarterly update.
- Met with accountant to review quarterly payroll taxes and received training.
- Provided letter of support to City of Stevenson Clean Water Facility grant proposal.
- Provided letter of support to Stevenson Downtown Association’s application to Washington State Main Street program.
- Distributed message to membership regarding Lewis & Clark Geotourism Project and workshop.
- Attended ceremony for Stevenson Community Library re-opening.
- Reviewed South Cascades Loop photographs, videos and content.
- Sent final payment request to Ricoh in order to return copier/printer.
- Attended Stevenson City Council meeting and presented on behalf of Chamber.
- Submitted 2018 tourism funding requests to Skamania County.
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- Composed welcome letter for publication in 2018 Skamania County Visitors Guide. Proofing and editing content pages.
- Working on 2018 event calendar, securing dates and information for major local events for inclusion in 2018 visitor guide.
- Updating Chamber membership information for inclusion in 2018 visitor guide.
- Planning Small Business Showcase – soliciting participation, securing venue, catering and set-up, created flyer and display ad and placed in local paper, composed press release and distributed to regional media.

- Secured date for 2017 Annual Dinner at Skamania Lodge in January.
- Reviewed and edited Skamania County Fair Board's request for lodging tax funding.
- Assisted WRBA with messaging regarding Christmas in Carson.
- Bigfoot Bash at Logtoberfest planning:
 - Finalized last-minute planning details.
 - Scheduled staging and fencing delivery and set-up. Finalized set-up arrangements.
 - Participated in live remote coverage with KATU 2 day before event.
 - Executed Logtoberfest with approximately 1,500 people in attendance.
 - Prepared financial reconciliation for event, paying invoices, etc.
 - Held recap meeting.
 - Submitted application for 2018 lodging tax funding to Skamania County.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- Christmas in the Gorge
- Chamber Annual Dinner

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.

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 include planning for Christmas in the Gorge, post-fire activities, sewer treatment update, etc.

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: Supervising RARE member's daily activities, held phone meeting with Travel Oregon regarding invoicing for RARE stipend, applied for lodging tax funds for Washington's portion of stipend, participated in site visit with University of Oregon program coordinator.
- Gorge Tourism Alliance:
 - Renewed domain name of crgva.org.
 - Attended first CGTA board meeting.
 - Provided input on Gorge Heroes candidates following Eagle Creek Fire.
 - Provided input on Show the Gorge Some Love campaign, reviewed and edited press release.
 - Attended Marketing Action Team meeting.
 - Participated in Columbia Gorge Tourism Alliance presentation to Canadian tourism industry professionals visiting the region.
 - Attended US Forest Service Partners meeting regarding post-fire updates.

Skamania County Fair Board: Attended Fair Board meeting. Discussion items included 2018 fair theme, camping fees, etc.

City of North Bonneville Council Meeting: Attended meeting to defend application for 2018 lodging tax funding. North Bonneville Council voted not to fund Chamber operations or Gorge Days.

Stevenson Waterfront Planning Committee: Attended first meeting of new committee convened by the Port of Skamania County to discuss enhancements on Stevenson's waterfront.

(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:

- Finalized media and details regarding Fall Hike the Gorge weekend. Followed up with participating businesses and solicited numbers following the weekend. Worked with Sasquatch Advertising on press release content and Instagram campaign. Weekend resulted in highest numbers of participation since inception.
- Delivered Stevenson sandwich boards to Stevenson High School woodshop class for refurbishment.
- Assisted travel writer with amenity ideas and contact information in greater Stevenson area. NW Military.com
- Reviewed Stevenson Downtown Association Washington State Main Street application. Reviewed SDA's application for 2018 lodging tax funding for Walnut Park renovation.
- Placed 2018 Stevenson events in Washington Festival & Events guide.
- Designed 2017 Christmas in the Gorge ad and placed in Hood River News, The Dalles Chronicle and White Salmon Enterprise.
- Ordered Christmas trees for delivery in November and December to A & J Select Market. Working on all aspects of Christmas in the Gorge weekend activities.
- Requested assistance with weather station.
- 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 3158 fans.

2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website, Etc.	358.95
P2-D2	Print, Social Media, Etc.	1,318.15
P2F	Skamania Lodge Cooperative Projects	245.00
Program 3	Stevenson Business Association Events	
P3B	Christmas in the Gorge	<u>98.00</u>
		\$ 2,020.10

2017 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Program 2	Promotional Products and Projects		
P2-D1	Website, etc.	1 hours	\$ 30.00
P2-D2	Media – Public Relations, Marketing	17 hours	510.00
Program 3	Stevenson Business Association Events		
P3B	Christmas in the Gorge	<u>12 hours</u>	<u>360.00</u>
		30 hours	\$ 900.00