

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	January 2018	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	420.00	COS Program Management Time
	<u>2,691.91</u>	Monthly Reimbursables
	\$ 10,611.91	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	77
Telephone Calls:	33
E-Mails:	13
Business Referrals:	615
Tracked Overnight Stays:	7
Mailings (student, relocation, visitor, letters):	12
Large Quantity Mailings (guides, brochures, etc.):	100
Chamber Website Pageviews	2,321
COS Website Pageviews	6,199

CHAMBER BUSINESS

Chamber Board Meeting: The January Board meeting included discussion about the Chamber Annual Dinner, auction, business and member of the year awards, due increase, revenue generation and upcoming 2018 activities.

Chamber Membership: We had six new members in January and seven renewals.

“Columbia Currents” Monthly Electronic Newsletter: The January 2018 issue was deployed on Tuesday, January 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 January Chamber Break was hosted by Stevenson Community Pool and showcased their new meeting/event room. 16 people were in attendance.

Chamber Annual Dinner/Awards Ceremony and Live Auction: Our annual dinner was held at Skamania Lodge with 215 people attending. Chris Malone received the Member of the Year award and Walking Man Brewing won Business of the Year. Robert Muth served as auctioneer and the auction, including paddle raises, resulted in over \$9800 net profit.

Chamber Facebook Page: Posting updates several times per week. Currently at 1,495 fans. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Worked with reporter from KOMO News in Seattle on Sasquatch story. Provided Skamania County ordinance, solicited interviewees and suggestions for other locations to visit along with sighting stories and details. Participated in interview here in Stevenson.
- Cancelled event insurance for Gorge Days.
- Provided visitor counts and travel impact report to project manager of proposed spa project in Home Valley.
- Composed and distributed press release regarding annual dinner and award nominations.
- Created and distributed survey to membership asking for votes for Business and Member of the year.
- Met with staff from Senator Murray’s office to discuss local issues.
- Finalizing all items for live auction, solicited donations or discounts, met with auctioneer, created Auction Catalog.
- Finalized all last minute planning for dinner and auction including name tags, place cards, payments, etc. Executed event with over 210 in attendance.
- Provided 2018 events to publisher of Columbia River Gorge To Mt. Hood visitor guide. Proofing all pages for this publication.
- Participated in Reality Fair at Stevenson High School.
- Distributed information to membership regarding cooperative ad in spring issue of The Gorge Magazine.
- Updated all membership letters with new dues information. Updated membership application on website with new dues amounts.

- Proof schedule, flyer and sponsorship information for 2018 Skamania County Fair.
- Attended retirement event at Riverview Bank, wish Kathy McKenzie well.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- Chamber Annual Dinner
- Gorge Blues & Brews Festival
- GorgeGrass
- Skamania County Fair

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.

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 recap of Christmas in the Gorge, Shop Local campaign, Stevenson Downtown Association news, Gorge Blues & Brews Festival updates, business updates, etc.

Stevenson Downtown Association (SDA): Attended the SDA meeting. Discussion items included Washington State Main Street program, Executive Director status, Walnut Park project, 2018 funding, etc. Proofed new SDA website.

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 meeting to review workplan for 2018.
- Gorge Tourism Alliance:
 - Attended CGTA meeting with 25 people in attendance. Assisted with composition of agenda, review of by-laws, Action Team projects, etc.

US Forest Service-CRGNSA Meeting: Attended meeting organized by USFS to discuss impacts on State Route 14 corridor this spring due to trail closures in Oregon.

Dog Mountain Shuttle: Attended meeting with Skamania County Senior Services, Friends of the Gorge, USFS-CRGNSA staff, Sheriff's office, WSDOT, WSP and EMS to discuss parking issues at Dog Mountain during the height of the wildflower season. Learned that USFS plans to implement a use permit for Dog Mountain on weekends.

Washington Tourism Rally: Participated in annual Tourism Day at the Capitol in Olympia. Attended reception the evening prior and rally with tourism professionals from across the state. Met with District 14 legislators to encourage support of tourism bill creating a Washington state tourism entity.

(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 2017 Stevenson event evaluations for projects receiving lodging tax.
- Updated business information on COS website.
- Gorge Blues & Brews Festival planning including, but not limited to:
 - Held two GBBF planning meetings with committee.
 - Solicited and received 25th anniversary rendition of event logo.
 - Met with graphic designer regarding event poster, display ads and t-shirt design.
 - Reserved space in The Gorge Magazine co-op, provided logo and text.
 - Revised vendor applications with 2018 information and distributed.
 - Updated Facebook page with 2018 information, currently at 4135 followers.
- Posted updates and announcements on Stevenson Facebook page. Currently at 3184 fans.

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D2	Marketing (print, social media, press releases, etc.)	\$ 2,446.91
P2F	Skamania Lodge Cooperative Projects	<u>245.00</u>
		\$ 2,691.91

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Program 2	Promotional Products and Projects		
P2-D1	Website	2 hours	\$ 60.00
P2-D2	Marketing (print, social media, press releases, etc.)	3 hours	90.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival	<u>9 hours</u>	<u>270.00</u>
		14 hours	\$ 420.00