

BOARD BRIEF – CEMA DECISION POINT

October 28-29, 2025 (postponed from May 2025)

CEMA was already postponed from May 2025 due to government and Executive Order restrictions. Unfortunately, the current government shutdown and travel restrictions again threaten attendance - particularly among government and military participants. Many registrants are furloughed and may not officially cancel but there could still be no-shows. Christine has asked the chapter and conference chair to help assess whether local government civilians might still attend off the clock.

As we approach the first financial deadline of October 15, we need to make a final decision regarding the viability of the upcoming **CEMA event**.

Registration Snapshot (as of 10/8)

- Total Registered: 206 (out of 340 max)
 - Military: 28 (free)
 - Government: 64 (free)
 - Industry/Contractor: 91 (paid - \$43K)
 - Speakers: 11 (free)
 - Sponsors: 12 (free)

Note: Gov/Civ registrations attend complimentary and may not reflect actual attendance.

If postponed again, registrants will be given a refund. Loss of \$43K.

Financial Deadlines

- October 15 – Final cancellation for WEEC Sessions location (F&B, AV) – approx. \$50K
- October 20 – Welcome Reception & Marriott room block – approx. \$8K
- October 21 – Networking Reception at Vandiver Inn – approx. \$9K

All deposits paid to vendors will roll over as a credit if the event is postponed. Therefore, the financial loss from postponing will be minimal.

Sponsorship Status

- 16 sponsors/exhibitors committed at \$118,500 revenue
- Most sponsors rolled over from the postponed May 2025 event

If postponed again, sponsors/exhibitors will be offered:

- Credit toward CEMA 2026, or
- Full refund by December 1, to align with the 2025 FY calendar

2025 Budget Impact

If the board decides to postpone CEMA:

- \$118,500 in exhibit revenue and \$43,000 in registration revenue will be refunded, which will reduce 2025 income.
- However, approximately \$40,000 in expenses already incurred will be reclassified as pre-paid for CEMA 2026, preserving value and reducing next year's costs.
- This shift will impact the current year's budget but allows us to maintain vendor relationships and prepare for a stronger 2026 event.

If the board decides to take the risk and proceed with CEMA:

- We retain \$118,500 in exhibit revenue and \$43,000 in registration revenue, though we likely won't see additional sign-ups and may see cancellations.
- We've already incurred \$40,000 in expenses, and we anticipate an additional \$80,000 in costs to execute the event.
- Bottom line, as long as there are no cancellations, would be approximately \$40,000

Action Requested

The board is asked to assess the overall risk and **make a final decision by October 15** on whether to proceed or postpone CEMA. Christine supports monitoring the situation until that date but emphasizes the need to be ready to communicate promptly with vendors and attendees on October 15

Please review this information ahead of our meeting this afternoon. Your input will be critical to ensuring a timely and well-managed decision.