

MEMORANDUM

TO: Delegates to the 146th KEA Delegate Assembly

FROM: Valerie Leathers
Executive Director's Office

DATE: February 12, 2018

RE: **146th KEA DELEGATE ASSEMBLY**

The 146th KEA Delegate Assembly will be held **on April 4-6, 2018** at the **Louisville Marriott Downtown, 280 West Jefferson Street, Louisville, KY.**

Rooms are being held on Wednesday and Thursday nights with the single/double rate of \$160 and the triple/quad rate of \$164 – all plus 16.07% tax. Reservations can be made after February 15, 2018 using the following link <https://aws.passkey.com/event/49112372/owner/18553/landing>. **You are responsible for all expenses incurred.** The room block will **close on March 8, 2018** and **typically fills up BEFORE** then. If you have made your reservation and need to cancel, **please** check with me prior to cancelling to see if we have delegates unable to get rooms at the Marriott. Once you've cancelled the room, KEA cannot get them back. Parking is free in the Marriott parking garage for overnight guests. There are two nearby parking garages if the Marriott's garage is full or you are driving in each day. The Commonwealth Garage is part of the Hyatt next door and the Jefferson Centre Garage is at the corner of Jefferson and 2nd Streets.

ALERT: Road closures that COULD impact your route are occurring around the hotel. There is a huge renovation project at the Louisville Convention Center (adjacent to the hotel) that is causing some area roads to be closed. Please refer to the enclosed map to prepare and familiarize yourself with these changes. You will also find copies of this map and the parking garage(s) map on the KEA website Delegate Assembly page.

KEA Bylaws require that members who do not have their dues deducted through payroll deduction must be paid in full by March 15 in order to serve as a delegate. Please remember to bring your KEA membership card and a picture ID to use for registration. **Only those delegates who are properly registered by Thursday morning will be eligible to vote.** The schedule for registration is:

Wednesday, April 4

4:00 p.m. – 7:45 p.m. EST Registration of Delegates and Alternates

Thursday, April 5

9:00 a.m. – 9:45 a.m. EST Registration of Delegates and Alternates

Friday, April 6

8:30 – 8:45 a.m. EST Registration of Delegates and Alternates

If you do not have your membership card you can **download the FREE KEA App** and have it at your fingertips or you can visit the KEA website prior to the DA to print a new membership card.

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Non-delegate visitors, including family members, do not have floor privileges. Visitor seating will be provided in another area of the assembly hall. Visitors should obtain a guest badge from the middle table located in the registration area.

The First Business Session will convene at **8:00 p.m. EST on Wednesday, April 4**. If you serve on a committee, please check with your KEA staff liaison to see if your committee is meeting earlier that day. The voting schedule and other pertinent information can be found on the enclosed flyers.

To give you an opportunity to read prior to the DA, a copy of the minutes from the April 2017 Delegate Assembly will be distributed at your district pre-delegate caucus meeting. They will also be posted on the KEA website at www.kea.org. Copies will not be included in your delegate packet.



*As a part of KEA Goes Green, routine reports will not be duplicated and included in delegate packets. Check out the Delegate Assembly page on www.kea.org after **March 17** to view these report, all enclosures listed below and maps of the hotel and area parking garage(s).*

If you have any questions, please do not hesitate to contact me. We look forward to seeing you at the DA!

Enclosures: Voting Reminders
NEA Fund Flyer
Women's Caucus
Smith-Wilson Program

New Delegate Flyer
Veterans Flyer
Candidate Flyer(s)

KEA Choir Flyer
Map of area roads
DA Schedule