

## MEMORANDUM

**TO:** KESPA Delegates to the 146<sup>th</sup> KEA Delegate Assembly

**FROM:** Valerie Leathers  
Executive Director's Office

**DATE:** February 13, 2018

**RE:** **146<sup>th</sup> KEA DELEGATE ASSEMBLY**

The 146<sup>th</sup> KEA Delegate Assembly will be held **on April 4-6, 2017** at the **Louisville Marriott Downtown, 280 West Jefferson Street, Louisville, KY**. Rooms are being held on Wednesday and Thursday nights. ***KESPA delegates must use the enclosed form to make their room reservations. KESPA will pay for double occupancy rooms; if you request a single room, you are responsible to pay the difference.*** The single/double rate is \$160 and the triple/quad rate is \$160 – all plus 16.07% tax

Please do not call the hotel directly to make your room reservations. Instead, complete the enclosed room request form and return it to Pam Copley by 5:00 p.m. EST on Thursday, March 1, 2018.

**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**. 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](http://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](http://www.kea.org) after **March 17** to view these reports, 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	New Delegate Flyer	KEA Choir Flyer
	NEA Fund Flyer	Veterans Flyer	Map of area roads
	Women's Caucus	Candidate Flyer(s)	DA Schedule
	Smith-Wilson Program		