

MEMORANDUM

TO: Delegates to the 145th KEA Delegate Assembly

FROM: Valerie Leathers
Executive Director's Office

DATE: February 17, 2017

RE: **145th KEA DELEGATE ASSEMBLY**

The 145th KEA Delegate Assembly will be held **on April 5-7, 2017** 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 \$154 and the triple/quad rate of \$164 – all plus 16.07% tax. Reservations can be made after February 13, 2017 using the following link <https://aws.passkey.com/go/Kea2017>. **You are responsible for all expenses incurred.** The room block will **close on March 8, 2017** and **typically fills up BEFORE March 8th**, so make your reservations as soon as possible. In the event this happens, KEA will work to secure rooms at an area hotel to accommodate everyone. If you have made your reservation and need to cancel, **please** check with me prior to cancelling as once you've cancelled the room, KEA cannot get them back for other delegates to use.

ALERT: Road closures that COULD impact your route are occurring around the hotel. There is a huge renovation project adjacent to the hotel for the Louisville Convention Center that is causing some area roads to be closed. Please refer to the enclosed map to prepare and familiarize yourself with these changes so that your travel can be as easy as expected in the downtown area of a large city. 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 (available at www.kea.org if you can't find yours) 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 5

5:00 p.m. – 7:45 p.m. EST

Registration of Delegates and Alternates

Thursday, April 6

9:00 a.m. – 9:45 a.m. EST

Registration of Delegates and Alternates

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.

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The First Business Session will convene at **8:00 p.m. EST on Wednesday, April 5**. 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 2016 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 reports.*

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

Enclosures:	DA Schedule	Voting Reminders	New Delegate Flyer
	Social Flyer	Veterans Flyer	KEA Choir Flyer
	NEA Fund Flyer	Map of area roads	Candidate Flyer(s)
	Smith-Wilson Program Flyer		