

MEMORANDUM

TO: KESPA Delegates to the 145th KEA Delegate Assembly

FROM: Valerie Leathers
Executive Director's Office

DATE: February 13, 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. ***KESPA delegates must make their room reservations using the enclosed form. 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 \$154 and the triple/quad rate is \$164 – 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 Wednesday, March 1, 2017.

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.

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 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**. The voting schedule and other pertinent information can be found on the enclosed flyers.

A copy of the minutes from the April 2016 Delegate Assembly will be distributed at your district pre-delegate caucus meeting so that you will have an opportunity to read them before the meeting. They will also be posted on the KEA website at www.kea.org. Please bring a copy with you to the Delegate Assembly because they will not be in the delegate packet. We look forward to seeing you there.



*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		