

BE USER GROUP

Monday, August 31, 2009
12:00 PM
H. W. Lochner Office

Meeting Minutes

First Name	Last Name	Company	Email
Susan	Keen	Lochner	skeen@trajaninc.com
Tom	Bohrer	Joyner Keeny, PLLC	tom@joynerkeeney.com
Brooks	Barrett	Jacobs	brooks.barrett@att.net
Ray	Barbeau	Fort Bragg DPW, US Army	ray.barbeau@us.army.mil
James	Rice	HDR Engineering	james.rice@hdrinc.com
Jason	Wilson	HDR Engineering	jwilson@hdrinc.com
Jim	Austin	The LPA GROUP, Inc.	jaustin@lpagroup.com
Jon	Persson	SEPI Engineering and Construction	jpersson@sepiengineering.com
Chris	Parker	Parker Visuals, Inc.	chris@parkervisuals.com
Patrick	Gaddy	American Design & Research, LLC	patrick_gaddy@yahoo.com
Jason	Gaddy	Stantec Consulting	jason.gaddy@stantec.com
Erik	Lash	Environmental Services, Inc.	elash@esinc.cc
Paddy	Jordan	Mulkey, Inc.	pjordan@mulkeyinc.com
Rande	Robinson	NCDOT	rjrobinson@ncdot.gov
Rhonda	Early	CH Engineering	rearly@ch-engr.com

Attended meeting

Reviewed Meeting Minutes from August 5th:

No comments.

Charter Document:

Susan Keen prepared and distributed a copy of the Charter for the Bentley NCLUG. The board review and approved the Charter to be sent to Bentley. See the attached "Charter for the Bentley North Carolina Local Users Group". Susan also submitted a list of officers to Bentley as requested.

First NCLUG Meeting/Membership Drive:

- **Date:** The date for the first meeting will be set for November, 2009 to avoid the ACEC/NC/DOT Transportation Conference meeting on Oct. 14th and the Bentley Conference on Oct. 19th - 21st.
- **Topic:** An introduction to NCLUG and XM / V8i.
- **Speakers:** Presenters would be Susan Keen for NCLUG and Brooks Barrett & Rande Robinson on XM / V8i.
- **Place:** Currently researching places around Raleigh.
- **Time:** Luncheon from 11:30 – 1:00
 - Meet & Greet 11:30 – 12:00
 - Lunch /w Speaker 12:00 – 1:00
- **Registration:** Need to set up web site and bank account for members to sign up and pay. Membership is free and application can be filled out online.
- **Cost:** The board would like to keep the cost down below \$30.00 and hopes to get some corporate sponsors to defer the cost.
 - **Start up cost** – There is some start up cost for printing, bank deposit, website and misc., which will hopefully come from a sponsor.
 - **Facilities** – Paddy, Jon, and Susan will prepare estimate to present at next board meeting.
 - **Food** – This would depend on the cost and facilities. If cost is too high the board will consider a brown bag lunch.
- **Invitee List:** Invitations will be sent to the list provided by Bentley, with a note to forward to friends and co-workers. The board is checking into hosting a booth at the Bentley Conference in Charlotte and also working with other engineering associations to help promote membership.
- **Sponsor:** The board will prepare a sponsor level chart based on \$100, \$250, and \$ 500 levels to present at the next board meeting. The board will contact their employers about sponsorship.

Web Site:

- **Name:** Susan registers the name NCLUG.com with Google.
- **Site:** Currently the group will work with webbly.com, a free web host.
- **Method of Payment:** The board will look into eventbots.com for event registration, but there is a fee for this service. A bank account will be open under the NCLUG to handle funds, but first the name must be registered with the State.
- **Registration:** Web form (application) will be set up to create a data base of members.
- **Logo:** Rande has created a logo for the NCLUG.

Guidance from Other Groups:

- Brooks contacted Shawn Foster of Jacobs, who heads the Mid-continent Mircostation Community and left a message. Jim will contact ACEC about their upcoming training events. Rande will keep the NCLUG up to date on NCDOT training.

Action Items

Date Assigned	Date Completed	Assignee	Action
8/05/2009		All	Find Sponsors for meetings
8/31/2009		All	Set a date for Nov. Meeting
8/31/2009		Paddy Jordan	Set up registration/membership applications
8/31/2009		Paddy Jordan	Send out invitations for Nov. event/ membership
8/31/2009		Jon Persson	Check on Facility for Nov. Meeting
8/31/2009		Jon Persson	Set a cost/food for Nov. Meeting
8/31/2009		Susan Keen	Contact Bentley/ACEC about booth at conf.
8/31/2009		Jim Austin	Check with other organizations for conflicts in training
8/31/2009		Brooks Barrett	Prepare a presentation for Nov. Meeting
8/31/2009		Jim Austin	Check on registering name for bank account
8/31/2009		Susan Keen	Open a bank account
8/31/2009		Rande Robinson	Set up web site

Next Meeting

The next meeting will be an officers' meeting lunch on **September 23rd** at H. W. Lochner office. The plan is to host the first user meeting sometime in November, with a membership drive. If you have any ideas or items you want to be placed on the agenda for the next meeting, please forward to Paddy Jordan at pjordan@mulkeyinc.com.

Adjournment

*Attachments: Charter for the Bentley North Carolina Local Users Group
Draft of Sponsors levels*

These minutes are the writer's interpretations of the events and discussions that took place during the meeting. If there are any additions and/or corrections, please respond in writing within five (5) days. If you have any questions or comments, please contact Paddy Jordan at (919) 858-1895 or pjordan@mulkeyinc.com.

ARTICLE I

Name of Organization

The organization will be called the North Carolina Local User Group (NCLUG).

ARTICLE II

Mission Statement

A Local User Group of individuals interested in sharing ideas, enhancing user skills, continuing dialog among members and vendors, and influencing the direction of MicroStation and related products and services.

Purpose

This user group is chartered as a Local User Group of the global BE User Group community for the purpose of fulfilling the Mission Statement.

Scope of Activities

The group's activities may include:

1. Promote and maintain open communication among the global BE User Group.
2. Sponsor and provide technical presentations and workshops on topics related to the BE User Group.
3. Provide a coordinated effort for the purpose of communicating requirements, interests and problems within the Local User Group and the global BE User Group.
4. Promote and support working relationships in an effort to provide assistance to member organizations.
5. Operate as a source for the exchange of information relative to the BE User Group.
6. Encourage related vendor interests to establish and enhance the development of products that enhance the BE User Group.

ARTICLE III

Membership

1. Membership shall be automatic for any member of the BE User Group.
2. Each member shall be entitled to a single vote.
3. Members may hold only one office at a time.
4. Guests are welcome to attend meetings.

ARTICLE IV

Officers

A chairperson, vice chairperson, and secretary/treasurer, who will serve as executive officers, will govern the group. The executive officers will be elected by majority

vote of the voting representatives of the group, and will hold office for a term of two calendar years. Elections will be held at the first general meeting in the year in which each term expires.

ARTICLE V

Meetings

1. The Local User Group shall hold a minimum of two meetings a year, held at their discretion.
2. A quorum shall consist of at least six members.

ARTICLE VI

Committees

The chairperson may establish standing or special purpose committees. Standing committees include:

1. Goals Committee
2. Community Interest Groups
3. Costs & Fees
4. Feedback

ARTICLE VII

Information

The Secretary/Treasurer shall maintain and make available to members, communications and information that the Local User Group issues and possesses, and which relates to minutes and other documentation.

ARTICLE VIII

Parliamentary Authority

"Robert's Rules of Order" will govern all meetings in which business is conducted.

ARTICLE IX

Method of Amending

Amendments to this Charter must be approved by two-thirds of the voting members of the Local Community. Bylaws may be adopted, altered and amended by an affirmative vote of two-thirds of the members. Announcement of any intended amendment to the Charter or Bylaws or of proposed adoption of Bylaws shall be in writing and mailed to each member at least sixty days prior to the meeting at which the amendment(s) or proposed adoption of Bylaws will be voted upon.

Bylaws

1. MEMBERSHIP - Membership shall be automatic for any member of the BE User Group.

1.1.APPLICATION FOR MEMBERSHIP

1.1.1. A new application for membership or any changes to a current application must be filed with the secretary. Acceptance and processing of the application is the responsibility of the Executive Officers. All members' applications are also to be forwarded to BE User Group support team so that they may be included in the national BE User Group.

1.2.TERMINATION OF MEMBERSHIP

1.2.1. Members have the right to resign their membership at any time.

1.3.FEES

1.3.1. All members may be charged a membership fee or other assessment approved by two-thirds majority of the voting members. The moneys will be used for correspondence, mailing and operating expenses.

1.3.2. Admission fees may be charged for events, seminars, and meetings. The moneys will be used for correspondence, mailing and operating expenses.

1.4.VOTING RIGHTS

1.4.1. Each member shall be entitled to cast one vote. Proxy votes are not allowed.

2. ELECTIONS - The Executive Officers shall be elected by majority vote by members at a meeting of the Local User Group. They will assume office the following day.

2.1.TERM OF OFFICERS

2.1.1. Officers will serve a term of two years. No Executive Officer shall serve for more than two consecutive terms in one office.

2.2.NOMINATIONS

2.2.1. The chairperson will establish a nominating committee to select nominees for each elected offices. Additional nominations will be accepted from members attending Local User Group election meetings.

3. OFFICER DUTIES

3.1.CHAIRPERSON

3.1.1. The chairperson is the chief executive office of the group. The chairperson shall:

3.1.2. Call Local User Group meetings and Executive meetings of the Executive Officers, to discuss commitments or future plans for the ensuing term, within thirty days after taking office.

3.1.3. Have general supervision over all Local User Group affairs.

3.1.4. Establish special committees as deemed necessary.

3.1.5. Fill vacated offices for the unexpired term by appointment, as required.

3.1.6. Act as liaison between the group and other organizations.

3.1.7. Be responsible for and preside at meetings of the group.

3.1.8. In the event an office is vacated before the designated term has expired, prepare and submit to the executive officers a full report of activities and commitments being pursued.

3.2. VICE-CHAIRPERSON

- 3.2.1. The vice chairperson shall:
- 3.2.2. At the request of the chairperson, or in the chairperson's absence, perform all the duties of the chairperson.
- 3.2.3. Perform those duties the chairperson deems necessary.
- 3.2.4. Succeed to the office of chairperson, if the chairperson is unable to continue to fulfill the duties or resigns.
- 3.2.5. If an office is vacated before the designated term has expired, prepare and submit to the Executive Officers a full report of activities and commitments being pursued.

3.3. SECRETARY/TREASURER

- 3.3.1. The Secretary/Treasurer shall:
- 3.3.2. Keep the minutes of the Local User Group in a proper book.
- 3.3.3. Cause all required notices to be duly given.
- 3.3.4. Receive and process all membership applications and forward them to the BE User Group support team.
- 3.3.5. Cause all reports, statements and other documents required by law to be properly kept and filed with the BE User Group support team.
- 3.3.6. Maintain a current list of members.
- 3.3.7. Collect, expend, and keep account of all the moneys received and spent by the group.
- 3.3.8. Deposit moneys in the name of the Local User Group.
- 3.3.9. Prepare and present a financial report at Local User Group meetings and file a copy with the BE User Group support team
- 3.3.10. Prepare and submit a financial statement at the termination of the current term of office, to be submitted to the Executive Officers within thirty days after the termination date.
- 3.3.11. Act as a final authority in all matters dealing with parliamentary procedure.

3.4. GENERAL MEMBERS

- 3.4.1. General Members shall:
- 3.4.2. Represent the interest of the designated area.
- 3.4.3. Provide communications relating to the designated area to, and coordinate the designated area with, the Executive Officers and the group.
- 3.4.4. Perform special duties requested by the Executive Officers.

3.5. APPROVAL - This User Group charter is effective upon approval of the BE User Group program board.

BE User Group support team representative
(signature denotes approval)

Date

NCLUG Sponsorship Opportunities

Mission Statement

The North Carolina Local User Group strives to provide a common forum where individuals of the Mircostation Community, such as Local Community Users, CADD Technicians & Developers and Third-Party Vendors & Developers can come together to share ideas, building knowledge of the industry changes, software development & support and effective training.

Engineering Sponsor Level

Gold Sponsorship – \$500+

- Recognition on the NCLUG website sponsorship page
- Verbal acknowledgement during luncheon
- Company logo prominently displayed on *all* printed materials
- Four free registrations to Luncheon

Silver Sponsor – \$250

- Recognition on the NCLUG website sponsorship page
- Verbal acknowledgement during luncheon
- Company logo notably displayed on *all* printed materials
- Two free registrations to Luncheon

Bronze Sponsor – \$100

- Recognition on the NCLUG website sponsorship page
- Verbal acknowledgement during luncheon
- Company logo displayed on *all* printed materials

NCLUG Sponsorship Registration

Sponsor Information

Point of Contact _____

Title/Role _____

Business/Organization _____

Division/Unit _____

Mailing Address _____

City _____ State _____ Zip _____

Business Phone (____) ____ - _____

Fax (____) ____ - _____

E-mail _____

Engineering Sponsor Level

- Gold Sponsorship – \$500+
- Silver Sponsorship - \$250
- Bronze Sponsorship - \$100

Mail your registration form and check payable to “NCLUG” to:

NCLUG Sponsorship
c/o SEPI Engineering and Construction
1025 Wade Ave.
Raleigh, NC 27605

For faster registration, e-mail or fax your registration to Jon Persson at jpersson@sepiengineering.com or (919)789-9591. You will receive a confirmation notice of your sponsorship level within 3 days. Your check must be received within 2 weeks of the confirmation notice or an invoice will be sent to your firm.

Name and Title

Signature

Date