

BE USER GROUP

Wednesday, September 23, 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@joynerkeeny.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 31st:

No comments.

First NCLUG Meeting/Membership Drive:

- **Date:** The date for the first meeting will be set for November 19, 2009. With November 5, 2009 as an alternate.
- **Topic:** An introduction to NCLUG and XM / V8i.

- **Speakers:** Presenters would be Susan Keen for introductions to NCLUG and Brooks Barrett & Rande Robinson on XM / V8i.
- **Place:** Stantec's Conference Room
- **Time:** Luncheon from 11:30 – 1:00
 - Meet & Greet 11:30 – 12:00
 - Lunch /w Speaker 12:00 – 1:00
- **Registration:** Fill out membership form with a check box for luncheon; to be e-mail out and posted on the web site.
- **Cost:** Meeting space is free of charge. Food cost \$8-\$12 but with some sponsorship NCLUG will charge \$10 per person. Check to be made out to NCLUG and sent to the treasure, Jon.
 - **Start up cost** – The board hopes to obtain sponsorship to provide cost for NC registration and Federal registration of the name. The rest of the funds go to the bank and for food deposit.
 - **Facilities** – There we several cost estimate provide which may be used at later dates. Since there are no funds currently the board chose to use the free Stantec facilities.
 - **Food** – Jon gets some estimate on caterer for the Nov. meeting and sends an e-mail to the board for selection.
- **Invitee List:** Invitations will be sent to the list provided by Bentley, with a note to forward to friends and co-workers. Will ask Modern Tech for support. 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:** A sponsor level chart was prepare based on \$100, \$250, and \$ 500 levels, but was reduce to \$50, \$100, and \$250 for initial meeting. The board will contact their employers about sponsorship. Paddy will send out a revised list for employers.

Web Site:

- **Name:** Jim will be the contact name for the NC and Federal registration. Rande created a NCLUG logo which the board approved.
- **Site:** Rande has started the web site at <http://nclug.weebly.com>. Currently the site host welcome, blog, list of officers, charter, meeting, tips & hints.
- **Method of Payment:** The board currently will handle the money thought checks and cash at the door. A bank account will be open under the NCLUG to handle funds, but first the name must be register with the State.
- **Registration:** Web form (application) will be set up and Paddy will create a data base for mailings. Will send out e-mail one month prior to meeting.

Guidance from Other Groups:

- Brain Herman (bherman@cescivil.com) of FLUG has offer assistance to the NCLUG for any questions.

Action Items

Date Assigned	Date Completed	Assignee	Action
9/23/2009		All	Find Sponsors for meetings
9/23/2009		Paddy Jordan	Set up registration/membership applications
9/23/2009		Paddy Jordan	Send out invitations for Nov. event/ membership
9/23/2009		Paddy Jordan	Contact Bentley/ACEC about booth at conf.
9/23/2009		Jon Persson	Check on Caterers for Nov. Meeting
9/23/2009		Jon Persson	Check with Modern Tech for Support
9/23/2009		Jason Gaddy	Schedule Conf. Room at Stantec
9/23/2009		Jim Austin	Check on registering name with NC and Feds.
9/23/2009		Susan Keen	Open a bank account
9/23/2009		Susan Keen	Create forms for web site
9/23/2009		Susan Keen	Check on EIN number and taxes
9/23/2009		Rande Robinson	Set up event & membership info on web site
9/23/2009		Rande Robinson	Prepare presentation speech for Nov. Meeting
9/23/2009		Brooks Barrett	Prepare a presentation for Nov. Meeting

Next Meeting

The next meeting will be a conference call on **October 8th** at noon to go over final plans for meeting. 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: Updated 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.

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 – \$250+

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

Silver Sponsor – \$100

- 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 – \$50

- 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 – \$250+
- Silver Sponsorship - \$100

Bronze Sponsorship - \$50

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

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

For faster registration, e-mail to Jon Persson at jpersson@sepiengineering.com or fax at (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