



GENERAL ASSEMBLY MEETING

Thursday, 27 March 2014

MINUTES

Meeting place:	Department of Engineering, “RomaTre” University, Via Volterra 62, Rome, IT
Meeting date:	27 March 2014
Meeting time:	2:30 PM

Attendees	Institutional Representative	Present (Physical Meeting)
RomaTre	<i>Prof. Filiberto Bilotti</i>	✓
Aalto	<i>Prof. Sergei Tretyakov</i>	✓
FORTH	<i>Prof. Maria Kafesaki</i>	✓
ITME	<i>Prof. Dorota Pawlak</i>	✓
LOUGH	<i>Prof. J.C. Vardaxoglou</i>	✓
DLR	<i>Dr. Andrey Osipov</i>	✓
FSU	<i>Prof. Thomas Persch</i>	
UCL	<i>Prof. Isabelle Huynen</i> <i>Prof. Christophe Craeye</i>	
UoS	<i>Prof. Nikolay Zheludev</i>	
UniTN	<i>Prof. Nikolay Zheludev</i>	
UPNA	<i>Prof. Ramon Gonzalo</i>	
UGLAS	<i>Prof. Ramon Gonzalo</i>	
ETU	<i>Prof. Irina Vendik</i>	
WU	<i>Prof. Tomasz Szoplik</i>	
UNISI	<i>Prof. Stefano Maci</i>	
QUB	<i>Prof. Alex Schuchinsky</i>	
UPS	<i>Prof. Andrè de Lustrac</i>	
UAB	<i>Prof. Ferran Martin</i>	
SIEGEN	<i>Prof. Peter Haring-Bolivar</i>	
QMUL	<i>Prof. Yang Hao</i>	
GEA	<i>Prof. Alain Priou</i>	
SBAI	<i>Prof. Concita Sibilila</i>	
DIET	<i>Prof. Fabrizio Frezza</i>	

Meeting chaired by:	<i>Prof. Filiberto Bilotti – President</i>
Meeting minutes kept by:	<i>Dr. Davide Ramaccia – Secretary of the VI office at “RomaTre”</i>



Virtual Institute for Artificial Electromagnetic Materials and Metamaterials
METAMORPHOSE VI AISBL

Operational office:

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AGENDA

1. Approval of the Agenda
2. Report on the VI activities in the year 2013
3. Report on the VI account and flow in the year 2013
4. Plan of the activities for the year 2014
5. Budget plan for the year 2014
6. Congress 2014 and 2015
7. Election of the Congress General chair for the period 2015-2018
8. Discussion about new Board of Directors
9. EUPROMETA: progress and next school
10. Membership
11. Websites and Newsletters
12. Any other business.

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Meeting Minutes

1. Approval of the Agenda

The Members approve the Agenda of the meeting.

2. Report on the VI activities in the year 2013

The President presents the VI activities developed in the year 2013: President election, General Assembly in London, set-up of the new VI operational office in Rome (registration of the Association to the Italian Entry Agency and new bank account). The President presents also the VI activities related to the EUPROMETA schools in 2013: a course at the European Patent Office in April 2013; the XXII EUPROMETA School in Glasgow in June 2013, and the school in Bordeaux linked to the Congress in September 2013.

3. Report on the VI account and flow in the year 2013

The President presents in details the single budget voices and the current assets and flow of the Association in the year 2013. The documents are the following ones:

- Expected budget 2013 (*Annex 1*)
- Provisional budget 2014 (*Annex 2*)

Although the transition of the Operational Office from Helsinki to Rome has taken some time, the final budget for 2013 is almost ready. The two book-keepers (one in Finland and one in Italy) are working to prepare the final budget that will be available in the coming weeks.

Considering the figures reported in the expected final budget of 2013, the calendar year was not profitable for the Association. This was due mainly to the superposition of the two operational offices and the corresponding personnel salaries. In fact, when the office moved to Rome in May 2013, the contracts of Finnish staff have been extended until the end of the activities related to the Congress Metamaterials'2013.

According to the METAMORPHOSE VI AISBL Constitution, the President anticipates that when the budget 2013 will be finalized it will be sent to the partners for their official approval. The formal approval will take place during a next electronic meeting.



The President reports on the transaction fees for received credit card payments. In Finland the transaction fee was 1% while in Italy the average would be around 3.5%. Therefore, the operational office decided to use PayPal, whose fee is 1.8% for the transactions in Euro and more for other currencies (e.g. 2.4% for US dollars). Therefore, in order to be sure to cover the costs of the transactions whatever the currency is, it is proposed to introduce a payment fee of 3% for the registration fees of schools and conferences.

4. Plan of the VI activities for the year 2014

The President presents the main VI activities foreseen for the year 2014. Such activities are reported in the following:

- Election of the new Congress General Chair
- Appointment of the new Congress General Co-chair
- Appointment of the new Steering Committee Chair
- Election of the new Board of Directors
- Appointment of the new Secretary General
- Three EUPROMETA Schools
- Congress 2014

The President recalls the procedure for the election of the new Congress General Chair. According to Art. 7 of the Internal Regulations of the Association: *"The General Chair is elected by the General Assembly for a period of 4 (four) years. The candidate VI members for this position are proposed to the General Assembly by the Board of Directors."*

As to the appointment of the new General Co-Chair and Steering Committee Chair, according to Art. 7 of the Internal Regulations of the Association: *"The General Chair proposes to the Board of Directors candidates for the General Co-chair (if deemed appropriate) and the Chairman of the Steering Committee. The appointment decision is made by the Board of Directors in agreement with the General Chair."*

As to the election of the new Board of Directors, according to Art. 10.2 of the Association Constitution, each Institutional Member nominates one candidate. The nominations must be conveyed to the Secretary General at least two weeks before the General Assembly takes place. The Secretary General, then, will circulate the nominations to all the



members, as soon as he receives them, but not later than one week prior to the meeting of the General Assembly.

Three EUPROMETA Schools have been planned for the year 2014: one in Rome on Microwave Metamaterials (March 2014), one in Copenhagen on Terahertz Metamaterials (August 2014) and, finally, one in Jena on Optical Metamaterials (November 2014).

As to the Congress 2014, more information will be given in point 6.

5. Budget plan for the year 2014

The President presents the provisional budget for the year 2014. It is expected that the income will cover all the provisional expenses. In particular, the salaries have been reduced to only 30.000 Euro.

6. Congress 2014 and 2015

The President informs the Members that the Congress Steering Committee wanted to keep the same registration fees of last year. However, since the cost of the bus tickets in Copenhagen for the Congress days is quite high (50 Euro per person), it has been decided to increase the registration fees by the same amount to include also the tickets. In this way, in fact, it would be easier for the attendees to get the transportation expenses reimbursed. Nevertheless, the registration fees will be lower than the ones of similar conferences. Dorota Pawlak and Maria Kafesaki propose to add an on-site registration fee higher than the late registration fee in order to avoid too many on-site registrations that in the very last minute may affect the overall organization of the conference.

Sergei Tretyakov informs that the Technical Program Committee has received 375 submissions. The number of submissions is similar to the ones received for the Congress 2013 (396).

Sergei Tretyakov informs the Members that the Steering Committee are exploring the possibility to run the Congress 2015 in Oxford, organized by Katia Shamonina.

The Members agree to avoid having the next Congresses in August because many potential participants are still on vacation. The possibility of running one of the next congresses outside Europe, e.g. in the United States, is discussed.



7. Election of the Congress General Chair for the period 2015-2018

The President informs the Members that during the last Board of Director meeting (held on 17 March 2014), the Directors proposed Filiberto Bilotti as the new General Chair for the period 2015-2018. The Members are asked to vote on this point and all of them express their vote for Filiberto Bilotti (6 out of 6 votes received). Since the quorum for taking a decision is not reached, the election will continue in the next days by asking the Members to cast their vote via email.

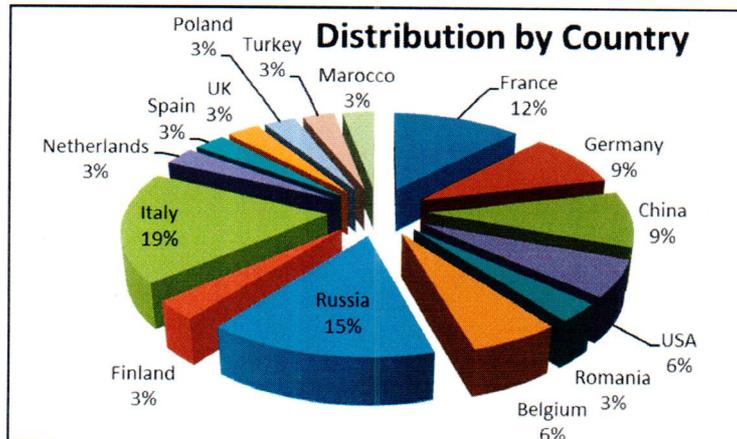
8. Discussion about the new Board of Directors

According to the Association Constitution, the nominations have to be sent to the Secretary General. For this nomination and election procedure, the Members propose that Davide Ramaccia will be the acting secretary. The President is asked to contact the current Secretary General, Vladimir Podlozny, to check if he is fine with this decision. An e-mail to request the nominations for the Board of Directors will be circulated soon. The President informs that during the last Board of Director meeting the current Directors and Sergei Tretyakov offered their availability to continue helping the Association in case they will be nominated and elected. The Members propose that Davide Ramaccia, being the current secretary of the Association, would be the natural candidate for the Secretary General position. Davide Ramaccia offers his availability to cover this role in case he will be nominated and elected in the new Board of Directors.

9. EUPROMETA: progress and next schools

Davide Ramaccia reports on the XXIV EUPROMETA School just held in Rome. The total number of participants was 33 coming from different countries, as shown in the following pie-chart:

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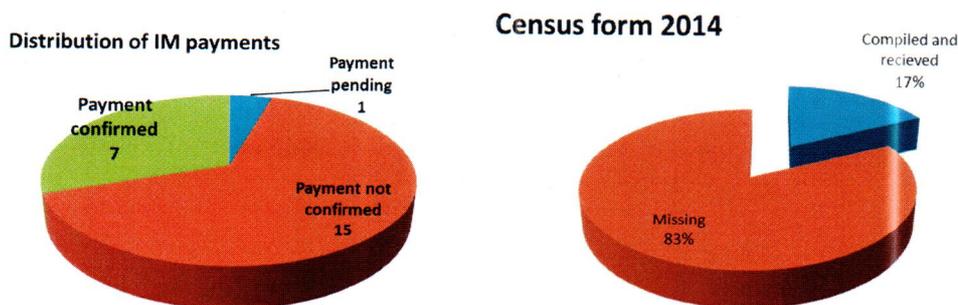


Davide Ramaccia reports on the Application Note teaching tool used for the first time at the Rome school to give the students practical design guidelines.

Davide Ramaccia provides more information about the next two schools of 2014 that will be held in Copenhagen and Jena, respectively.

10. Membership

Davide Ramaccia presents the current state of the Institutional Memberships and Census, as shown in the pie-charts reported below:



Davide Ramaccia proposes to send soon an email to all the Institutional Members to recall them the payment of the Institutional Membership for the year 2014.

Davide Ramaccia informs that in Italy several universities recently changed their internal structure and, thus, the data related to some Italian institutions needed to be updated. The operational office has received the following updates:





1. Friedrich-Schiller-Universität Jena

Former Institution Representative: Prof. Carsten Rocksthul

Present Institution Representative: Prof. Thomas Pertsch.

2. ENEUR – Dept. of Energy

New name: SBAi - Dept. of Basic and Applied Sciences for Engineers

Institution Representative: Prof. Concita Sibilia.

3. DIE – Dept. of Electronic Engineering

New name: DIET - Dept. of Information, Electronic Engineering and
Telecommunications.

Institution Representative: Prof. Fabrizio Frezza.

4. Roma Tre – Dept. of Applied Electronics, RomaTre University

New name: RomaTre - Dept. of Engineering

Institution Representative: Prof. Filiberto Bilotti

For what concerns the payment of the Institutional Membership fees, it is proposed that institutions not paying the fees are not excluded from the Association. However, their members would not be entitled for the discounts of the registration fees to attend school and conference events organized by the Association.

11. Newsletters and Websites

As to the Newsletters, Davide Ramaccia informs that the Newsletters 2014 will be probably published in 4 issues, one after each important event of the Association social life. The first one is scheduled in April after the XXIV School and the General Assembly; the second one in July after the publication of the Congress final program and announcement of the Congress grants; the third one in September/October after the Congress 2014; and the last one in December after the school in Jena.

Regarding the Websites of the Association, Davide Ramaccia informs the Members that both the Association and the EUPROMETA websites are new and on-line since November 2013. The Congress website, instead, is the same as last year and has been updated by Alessio Monti and Paolo Carbone with a new graphical layout.

As to the Association Website, Aalto proposes to insert a banner with the latest flash news automatically selected and uploaded from the internet by using smart keywords. This



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proposal will be discussed with Paolo Carbone, the IT Manager at Roma Tre and implemented when more resources will be available. DLR proposes to add information about calls for proposals of H2020. Filiberto Bilotti explains that so far the activities have been focused to restructure the previous websites and newsletters and make the Association operative. Once such initial activities will be finalized, more resources will be made free and it will be possible to start new activities, as the ones proposed.

12. Any other business

There are no other business to discuss.

The General Assembly ends at 7:00 PM.

Rome, 01 April 2014

Dr. Davide Ramaccia
Secretary of ROMA TRE Office

Prof. Filiberto Bilotti
President

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Annex 1 – Expected budget and assets 2013 – Summary

EXPECTED BUDGET 2013		
Description	Yield	Expenses
Metamaterials Congress 2012	7701,02	8190,76
20th School - UCL	0,00	5525,71
NANOGOLD	13343,61	0,00
Metamaterials Congress 2013	172904,97	93572,79
22nd School - Glasgow	21071,38	18822,00
24th School - Rome	659,20	0,00
Course European Patent Office	3343,45	
Membership fees	9287,93	
Personnel costs		19135,17
Aalto contract		54618,52
Roma Tre contract		7500,00
Travel expenses		2695,76
Advertising		0,00
Insurance-pension personnel costs		6924,48
Book-keeping		5000,00
Other (scanning company, FedEx, etc.)		4327,96
Interest yields	86,00	
Bank fees		1000,00
Total	228397,56	227313,15
Surplus/deficit	1084,41	

EXPECTED ASSETS @ 31.12.2013	
Adjusting entries for assets	0,00
Cash	1349,63
Cheque account	114058,69
Deposit account	1856,00
Investment account	31375,80
Total	148640,12



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Annex 2 – Provisional budget and assets 2014 – Summary

PROVISIONAL BUDGET 2014		
Description	Yield	Expenses
Metamaterials Congress 2014	120000,00	100000,00
24th School - Rome	8000,00	8000,00
26th School - Jena	8000,00	8000,00
Membership fees	24000,00	
Personnel costs		17600,00
Roma Tre contract		5000,00
Travel expenses		2000,00
Advertising		0,00
Insurance-pension personnel costs		12400,00
Book-keeping		3000,00
Other (consumables, etc.)		3000,00
Interest yields	0,00	
Bank fees		1000,00
Total	160000,00	160000,00
Surplus/deficit	0,00	

EXPECTED ASSETS @ 31.12.2014	
Adjusting entries for assets	0,00
Cash	1349,63
Cheque account	114058,69
Deposit account	1856,00
Investment account	31375,80
Total	148640,12