



Virtual Institute for Artificial Electromagnetic Materials and Metamaterials

METAMORPHOSE VI AISBL

Operational office:

"Roma Tre" University – Dept. of Engineering – Via Vito Volterra 62 – 00146 – Rome – Italy

BOARD OF DIRECTORS MEETING

Thursday, 17 September 2013

MINUTES

Meeting place:	Bordeaux, France (Metamaterials Congress 2013)
Meeting date:	17 September 2013
Meeting time:	12:15-13:15

Attendees	Title	Present	Justified	Absent
Prof. Filiberto Bilotti	<i>President</i>	✓		
Prof. Sergey Tretyakov	<i>Former President</i>	✓		
Prof. Maria Kafesaki	<i>Director</i>	✓		
Prof. Dorota Pawlak	<i>Director</i>	✓		
Dr. Vladimir Podlozny	<i>Director</i>		✓	
Prof. Alex Schuchinsky	<i>Director</i>	✓		
Prof. Carsten Rockstuhl	<i>EUPROMETA Coordinator</i>	✓		
Dr. Davide Ramaccia	<i>Secretary</i>	✓		

Meeting chaired by:	<i>Prof. Filiberto Bilotti</i>
Meeting minutes kept by:	<i>Dr. Davide Ramaccia</i>

AGENDA

1. Update of the activities developed during the transition period
2. Future plans and strategies
 - 2.1 Congress
 - 2.2 School
 - 2.3 Membership
 - 2.4 Self-sustainability
3. Any other business



Meeting Minutes

1. Update of the activities developed during the transition period

Filiberto starts the meeting updating the Directors about the activities developed during the transition period to bring the operational office from Finland to Italy:

- Bank account: the Italian bank account of the Association has been created and is fully operative. Delia Popovici will transfer all the money from the Finnish to the Italian bank account by 30th September 2013. Sergei informs the Directors that in this moment the payments for the web site hosting are done by using the Finnish credit card, so a modification of the payment details is required.
- Congress website: During the transition period Congress website has been managed by Valentina Kanevska, in Finland, and Paolo Carbone, in Italy. It was difficult to suddenly switch from Valentina to Paolo, since the website is rather complex and all the modules have been created and updated by Valentina. Therefore, in order to keep the website fully operational for the Congress, Valentina has helped Paolo during the transition period. Paolo is already preparing the website for the Congress 2014. Sergei informs that the current platform of the website, i.e. Joomla, though simple and powerful for the realization of the new website, may require some extra work and suggests to check the website operation well in advance.
- School website: The Directors agree that the school website should be made more appealing and structured. The content is high-profile and reach, but so far not clearly visible. Alex and Sergei suggest to prepare a new website. It is agreed and decided to show the school events by using their titles and not only the progressive number: in this way, the school content can be better searched. Maria and Dorota propose to put on the web also the videos of the lectures, if available, or at least the slides with recorded voice. It is agreed that school content will be provided only to VI members.
- Association website: The Directors agree that the current website is not well structured and organized and needs important refurbishment, especially considering that several new members have just joined the Association.



2. Future plans and strategies

2.1 Congress

The President informs that the Steering Committee has selected Copenhagen as the next venue for the Congress. The Congress will be held at DTU campus on 25-30 August 2014. The first flyer has been distributed to all the attendees of Bordeaux conference. The chairs have appointed Prof. Andrea Alù to serve as the TPC Chair. The decision to have the same TPC Chair for two years in a row is based on the fact that Andrea performed extremely well as TPC Chair of Bordeaux conference and that he now knows how the procedure works and how to be more effective for the next year.

2.2 School

Carsten presents the recent activities related to the school, with particular emphasis on the Glasgow school held in June. That school was very successful. So far, the only expenses paid by the Association are the ones related to the teachers and the grantees. A full claim of the expenses by Glasgow University will be asked soon. Carsten mentions also that the school is financially self-sustainable. In this regard, he proposes to have a separate budget for the school. Filiberto says that opening a new account for the school is not viable, but all the income and expenses related to the school will be recorded in a separate budget sheet.

As to the next school events, Carsten proposes to organize a new school in Jena about *optical metamaterials*. The event could be held in fall 2014. Filiberto proposes to organize a school event on *microwave metamaterials* in Roma during the spring 2014. The event can be joined with the Annual Workshop and the General Assembly of the Association. The third planned event is the one linked to Copenhagen Congress (29-30 August 2014). The topic of this school should be planned carefully to avoid possible overlapping with the other two events.

2.3 Membership

Filiberto presents the current status of memberships. Apart from the 23 Institutional Members, the Association has now around 100 new Personal Members, who paid the membership fee while registering to the Congress. Of course, these new members are not



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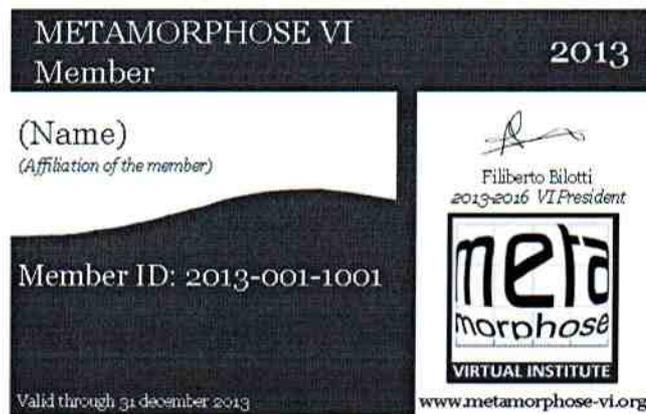
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affiliated to the 23 institutional members. In Italy it is mandatory to keep a registry containing all the members of an Association. This registry has been created and is kept by Davide. In order to have a clear picture of all the persons affiliated to the METAMORPHOSE VI, it is necessary to register also those persons belonging to the current Institutional Members. Davide, thus, will send a form to the 23 Institutional Members to be compiled with the personal information of all the affiliated persons.

Once the register with all the information about the persons belonging to the Association will be ready, it is foreseen to send each of them a personal membership card. Davide shows the Directors the following draft of the card layout, containing the Member ID Code.



Layout of the METAMORPHOSE VI Member ID Card.

Davide explains the advantages of having the Member ID code: 1) it can be used by the Member for registering to the School and/or to the Congress without giving any other information; 2) it could be used for the login during the election for voting their candidates in the General Assembly or in the Board of Directors.

Filiberto starts a discussion about the possible evolution of the membership scheme going from institutional members to personal members. One possibility could be to remove institutional membership and keep only personal membership. This change will need a change of the Constitution. Carsten proposes not to remove the institutional membership because it is useful for some institutions (in some cases the department pays the membership fee). All the Directors agree with this proposal. Filiberto proposes to start thinking about the possible re-structuring of the Association, considering at the same time the needs of new personal members and of the institutions that have created the Association. A possible structure containing a Delegate Assembly as an intermediate body between the General Assembly and the Board of Directors is briefly discussed. Carsten proposes to keep the structure as easier as possible.



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2.4 Self-sustainability

Filiberto presents the current picture and the general strategy. The main income for the Association is represented by the membership fees and the amount of money coming from the Congress. The fixed expenses per year for the operation of the office in Rome are expected to be around 35.000 Euro: 10.000 Euro for the IT Administrator, 10.000 Euro for the Administration Manager, 10.000 Euro for the Secretary, and 5.000 Euro for the expenses related to the presence of the office at Roma Tre. Additional expenses are expected for book-keeping and job consultant.

3. Any other business

Filiberto informs the Directors that the operational office is thinking to run a completely different version of the Newsletters. The Newsletters could become more a short Magazine issued every two months. The first issue will be probably released by the end of October 2013. Filiberto presents the possible structure of the Newsletter/Magazine: the initial section is devoted to the recent activities of the Association (message from the president, membership status, news, etc.); other two sections are devoted to the School and the Congress, respectively; a fourth section is about the recent scientific highlights in the field of metamaterials (Andrea Alù and Vincenzo Galdi agreed to edit this section); a fifth section is about the most recent press news; a sixth section is a list of fresh papers published by the partners; a seventh section is about the conference calendar; a final section is about open positions available at members' universities.

Sergei proposes to put the Newsletters/Magazine on the webpage of the Association. Dorota proposes to make the Newsletters/Magazine available on the website even to non-members. Filiberto proposes to send the Newsletters/Magazine in PDF to the members via email. Carsten suggests to keep the structure light and manageable by adding a summary of the content with links to the pages.

Rome, 23 September 2013

Dr. Davide Ramaccia
Secretary of ROMA TRE office

Prof. Filiberto Bilotti

President