



BOARD OF DIRECTORS MEETING

Thursday, 13 March 2014

MINUTES

Meeting place:	Electronic conference meeting
Meeting date:	13 March 2014
Meeting time:	10 AM Rome local time

Attendees	Title	Present	Justified	Absent
Prof. Filiberto Bilotti	<i>President/Director</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>	✓		
Dr. Davide Ramaccia	<i>Secretary</i>	✓		
Prof. Sergey Tretyakov	<i>Congress General Chair</i>	✓		
Prof. Carsten Rocksthul	<i>EUPROMETA Coordinator</i>	✓		

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

AGENDA

1. Communications
 - 1.1 Budget 2013-2014
 - 1.2 Congresses 2014-2015 and EUPROMETA schools
 - 1.3 GoToMeetings, Mobile Payment Methods
 - 1.4 Memberships, Newsletters, Websites
2. Proposal of the Congress General Chair candidate(s) to the General Assembly
3. End of the BoD term (May 2014) and new elections
4. Definition of the Agenda of the General Assembly in Rome (27-03-2014)
5. Any other business

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Meeting Minutes

1. Communications

1.1 *Budget 2013-2014*

The President presents the expected final budget 2013 (*Annex 1*) and the provisional budget and assets 2014 (*Annex 2*) to be transmitted to the General Assembly. Budget 2013 is not yet final because book-keepers are working on that. However, the figures presented should be considered close to the final ones. The President explains in details the budget voices and, according to the Constitution, asks the members of the Board of Directors to express their recommendation. The Board of Directors recommends the approval of all the budget documents. These documents will be transmitted to the General Assembly for the final approval.

1.2 *Congresses 2014-2015 and EUPROMETA schools*

The President informs the Board of Directors that more than 100 papers have been already submitted to the Congress 2014. Several other contributions are expected to come in the next days, being the deadline extended to March 17, 2014. As to the registration fees, the Steering Committee has not fixed the fees yet, but probably the decision will be to keep the same fees of last year. As to Congress 2015, the Steering Committee is exploring the possibility to have the next meeting in Oxford, UK. The main difficulty about this choice is related to the high costs for the structures and services.

The XXIV EUPROMETA School that will be held in Rome is almost ready. The number of registered attendees is 33 and, considering the possible on-site registrations, the organizers are expecting around 35-40 students. The XXV EUPROMETA School will be held in Copenhagen after the Congress METAMATERIALS'2014. Some details are already available on the Congress website. Finally, the last school of 2014 will be held in Jena next autumn and Carsten Rockstuhl confirms the dates: 24-27 November 2014. The school will last three days and a two-day of Workshop will follow.

1.3 *GoToMeetings, Mobile Payment Methods*

The President introduces the Video Conference tool "GoToMeetings" that has been recently acquired by the Association.



As for Mobile Payment Methods, Davide Ramaccia explains the novel cashless payment methods that can be possibly acquired by the Association for managing the on-site registration to conferences/schools. Currently, only three companies (Jusp, Sumup, and Payleven) offer this kind of service, which consists in a POS (point-of-sale) device that can be connected through the internet to the virtual bank offering the service. Money is directly transferred from the credit card of the payer to the bank account of the association. Transaction fees are around 2.5%. Currently, the Secretary and the Administrative Officer of METAMORPHOSE VI are in contact with all the three companies to explore their services and choose the best company. The Board of Directors agrees to explore these novel cashless payment methods.

1.4 Membership, Newsletters and Websites

Davide Ramaccia presents the current situation of Personal and Institutional Memberships for the year 2014. Currently, the Association has 10 Personal Members while 7 Institutional Members have paid their Annual Membership. Moreover, only 3 Institutional Members have sent the updated census of their affiliated researchers, PhD students and professors. A reminder on this will be sent soon by Davide Ramaccia to all the Institutional Member Coordinators.

As to the Newsletters, Davide Ramaccia reports 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 Final Program and Grants Awards of the Congress 2014; the third one in September/October after the Congress 2014 and just before the XXVI school in Jena; and, finally, the last one in December after the school in Jena. The Board of Directors agrees with the proposed publication time schedule.

Regarding the Websites of the Association, Davide Ramaccia presents the new Association and EUPROMETA School websites that are online since November 2013. The Congress website, instead, is the same used last year because it works quite well. The website has been updated and maintained by Alessio Monti and Paolo Carbone with a new graphical layout.



2. Proposal of the Congress General Chair candidate(s) to the General Assembly

Sergei Tretyakov, the current General Chair of the Congress, informs the Board of Directors that his 4-year term will end with the Congress 2014. He presents also the procedure reported on the Internal Regulation of the Association to elect the new General Chair. Sergei Tretyakov suggests Filiberto Bilotti as the new General Chair. After having discussed this possible candidature, the members of the Board of Directors unanimously decide to propose to the General Assembly the nomination of Filiberto Bilotti as the General Chair of the Congress for the years 2015-2018.

3. End of the BoD term (May 2014) and new elections

The President informs that the term of the current Board of Directors is in May 2014 and that new elections are needed. The President presents the procedure for the nomination and election of the new Directors, according to the METAMORPHOSE VI AISBL Constitution. This point will be further discussed during the next General Assembly in Rome. As to their potential re-eligibility, the Directors express their will to continue to contribute in the organization and managing of the Association and, thus, express their availability to be mentioned as potential candidates. Sergei Tretyakov declares to be available, as well.

4. Definition of the Agenda of the General Assembly in Rome (27-03-2014)

The Board of Directors finalizes the Agenda of the General Assembly that will be held in Rome on March 27, 2014. The Agenda will be circulated among the Institutional Member Coordinators in the coming days.

5. Any other business

There are no other business to discuss and the meeting ends at 12:00

Rome, 13 March 2014

Dr. Davide Ramaccia
Secretary of ROMA TRE Office

Prof. Filiberto Bilotti

President

METAMORPHOSE
VI AISBL



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

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