



## BOARD OF DIRECTORS MEETING

Wednesday, 09 September 2015

### MINUTES

<b>Meeting place:</b>	Examination School of University of Oxford, Oxford, United Kingdom
<b>Meeting date:</b>	09 September 2015
<b>Meeting time:</b>	13:00

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

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

### AGENDA

1. Final budget 2014
2. EUPROMETA schools
  - 2.1 Updates on XXVIII School in Oxford
  - 2.2 Updates on XXIX School in Ruka
  - 2.3 Proposals for topic and location of XXX School
3. Metamaterials' Congress
  - 3.1 Updates on Congress 2015
  - 3.2 Updates for Congress 2016: location, planning and governance
4. Any other business

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## Meeting Minutes

### 1. Final budget 2014

The President presents the final budget 2014 (Annex 1) to be transmitted to the General Assembly. 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 the budget documents. These documents will be transmitted to the General Assembly for the final approval.

After the formal approval by the Board of Directors, the President says that METAMORPHOSE finances are going well and that the Association is financially healthy. For this reason, he asks the Directors to start thinking of possible actions to improve the visibility of METAMORPHOSE, using, in case, part of the reserves accumulated during the years.

### 2. EUPROMETA Schools

#### *2.1 Updates on the XXVIII School in Oxford*

The President and the EUPROMETA Coordinator inform the Board of Directors that the XXVIII EUPROMETA school in Oxford on "15 years of metamaterials: past, present and future" will be attended by 56 student.

#### *2.2 Updates on the XIX School in Ruka*

The EUPROMETA Coordinator and the Local organizer (Prof. Tretyakov) inform the Board of Directors that the organization of the XXIX EUPROMETA school in Ruka on "Fundamental on metamaterial electromagnetics" is going on as scheduled. The General Secretary informs the Board of Directors that some registrations have been already received by the Operational Office.

#### *2.3 Proposals for topic and location of the XXX School*

The EUPROMETA Coordinator, Prof. Carsten Rockstuhl, informs the Board of Directors that he is a member of the Karlsruhe School of Optics and Photonics (KSOP) and has been asked to organize occasionally what is called a *technical module* for the PhD

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students. The technical module is exactly the same as our EUPROMETA courses. He will organize this module on 'Computational Photonics'. He proposes to co-organize the XXX EUPROMETA School together with the Karlsruhe School of Optics and Photonics. The support requested to METAMORPHOSE VI for the organization is at a minimum level because the school is supported by the CRC 1173 "Wave phenomena: analysis and numerics" and the facilities are made available by the KSOP. School attendance will be free for KSOP and METAMORPHOSE members. This will be properly advertised on the EUPROMETA website. The President asks the Board of Directors to approve the location and organization modalities of the XXX EUPROMETA School as illustrated by the EUPROMETA Coordinator. The Board of Directors approves.

### **3. Metamaterials' Congresses**

#### ***3.1 Updates on Congress 2015***

The President informs the Board of Directors that the Congress 2015 in Oxford is attended by almost 400 participants and that the expected budget allows yielding the necessary surplus for keeping the association alive.

#### ***3.2 Updates on Congress 2016: location, planning and governance***

The President, as the General Chair of the Congress 2016, and Prof. Maria Kafesaki, as one of the Local organizers together with Prof. Soukoulis, inform the Board of Directors that the Local Organizers are already working to organize the next Congress edition in Chania, Crete (Greece) on 17-22 September 2016. The Local Organizers have already reserved the venue of the congress.

Prof. Shuchinsky informs the Board of Director that, before the end of 2015, he will retire from the Queen's University of Belfast and won't be in a position to apply for the ONRG grant for future Metamaterials Congresses. The President and Prof. Shuchinsky candidate Dr. Davide Ramaccia as the person in charge for maintaining the liaison with ONRG and leading applications for ONRG grants for the forthcoming Metamaterials Congresses. The Board of Directors approves and appoints Dr. Davide Ramaccia as the person in charge for the ONRG grant applications.

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#### 4. Any other business

There are no other business to discuss and the meeting ends at 14:30.

Oxford, 12th September 2015

**Dr. Davide Ramaccia**  
Secretary of ROMA TRE Office

**Prof. Filiberto Bilotti**  
President

VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC  
MATERIALS AND METAMATERIALS

## BALANCE SHEET PAPER

period

01/01/2014 – 31/12/2014

A handwritten signature in blue ink, consisting of several loops and a final flourish.

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**METAMORPHOSE VI AISBL P.I.97742170588 - Periodo esaminato dal 01/01/2014 al 31/12/2014**

ATTIVITA'		PASSIVITA'	
Conto	Descrizione	Saldo	Conto
22	Immobilizzazioni materiali	1.948,09	33
<b>22 30</b>	<b>Altri beni</b>	<b>1.948,09</b>	<b>33 00</b>
22 30 00	Mobili ed arredi	294,02	33 00 00
22 30 01	Macchine uff. elettr. ed electron.	1.654,07	33 00 05
31	Crediti	119,16	40
<b>31 40</b>	<b>Crediti verso terzi</b>	<b>119,16</b>	<b>40 80</b>
31 40 09	Acconti di imposta Irap	114,70	40 80 00
31 40 25	Erario c/ritenute su inter. attivi	4,46	60
33	Disponibilità liquide	229.493,53	60 10
<b>33 00</b>	<b>Depositi bancari e postali</b>	<b>229.493,53</b>	<b>60 10 05</b>
33 00 02	Banca Prossima c/c 75400	224.919,34	60 70
33 00 03	Carta prepagata	2.328,04	60 70 08
33 00 04	Paypal	2.246,15	60 80
60	Debiti	10,48	60 80 00
<b>60 70</b>	<b>Debiti Tributari</b>	<b>10,48</b>	<b>60 90</b>
60 70 00	Deb. v/Erario per ritenute effett.	10,48	60 90 00
<b>TOTALE</b>		<b>231.571,26</b>	
			<b>TOTALE</b>
			<b>154.978,71</b>
			<b>RISULTATO DI GESTIONE</b>
			<b>76.592,55</b>
			<b>TOTALE A PAREGGIO</b>
			<b>231.571,26</b>

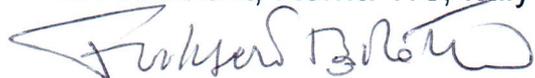
## Final budget and assets 2014 - Summary

<b>FINAL BUDGET 2014</b>		
<b>Description</b>	<b>Yield</b>	<b>Expenses</b>
Metamaterials Congress 2014	177141,16	86769,78
Metamaterials Congress 2015	0,00	224,00
24th School - Rome	8823,20	5646,02
26th School - Jena	14578,00	400,00
27th School - Rome	1300,80	0,00
Membership fees 2014	21337,50	0,00
Membership fees 2015	200,00	0,00
General Assembly	0,00	666,30
Personnel costs	0,00	19299,68
Insurance-pension personnel costs	59,79	15270,24
Book-keeping	0,00	4383,51
Travel expenses	0,00	56,45
Consumables	96,09	150,36
Internet services (1&1)	0,00	1501,51
Internet services (Linode)	0,00	275,79
Other	0,00	1131,39
Roma Tre contract	0,00	7500,00
Advertising	0,00	0,00
Interest yields	0,00	0,00
Bank fees	0,00	448,16
Paypal Fees	64,05	4702,54
Taxes	0,00	359,50
<b>Total</b>	<b>223600,59</b>	<b>148785,23</b>
<b>Surplus/deficit</b>	<b>74815,36</b>	
<b>ASSETS @ 31.12.2014</b>		
Bank Account	224919,34	
Prepaid Credit Card	2328,04	
Paypal Account	2246,15	
Cash	436,02	
<b>Total</b>	<b>229929,55</b>	

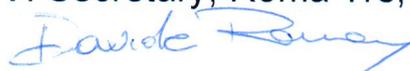


## SIGNATURES OF THE BOARD OF DIRECTORS

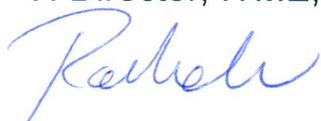
Prof. Filiberto Bilotti  
Chairman  
VI President, Roma Tre, Italy



Dr. Davide Ramaccia  
Member  
VI Secretary, Roma Tre, Italy

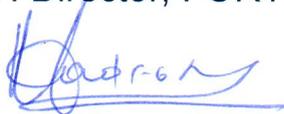


Dr. Dorota Pawlak  
Member  
VI Director, ITME, Poland



  
Prof. Sergei Tretyakov  
Member  
VI Director, Aalto, Finland

Prof. Maria Kafesaki  
Member  
VI Director, FORTH, Greece



Prof. Alex Schuchinsky  
Member  
VI Director, QUB, UK

