



BOARD OF DIRECTORS MEETING

Monday, 11 September 2017

MINUTES

Meeting place:	Online meeting
Meeting date:	11 September 2017
Meeting 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>	✓		
Prof. Kostantin Simovski	<i>Director</i>	✓		
Prof. Yannis Vardaxoglou	<i>Director</i>	✓		
Dr. Davide Ramaccia	<i>Secretary/Director</i>	✓		

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

AGENDA

1. Approval of the Budgets
 - a. Final Budget 2016
 - b. Expected Budget 2017
 - c. Provisional Budget 2018
2. Any other business.

Meeting Minutes

1. Approval of the Budget

On 10.09.2017, Dr. Davide Ramaccia (Secretary General) sent an email to the Board of Directors asking them to vote for the approval of the three budget items reported in the Agenda and whose details are given in Annex I, Annex II, and Annex III of the present document, respectively. The email of the voting call follows.

DR GS



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

From: Davide [mailto:secretary@metamorphose-vi.org]
Sent: 10 September 2017 01:23
To: konstantin.simovski@aalto.fi; j.c.vardaxoglou@lboro.ac.uk; Dorota.Pawlak@itme.edu.pl;
Dorota.Anna.Pawlak@gmail.com; kafesaki@iesl.forth.gr
Cc: sergei.tretyakov@aalto.fi; a.g.schuchinsky@gmail.com; filiberto.bilotti@uniroma3.it
Subject: BoD Voting - Budget Approval

Dear Directors,

as discussed with most part of you during Metamaterials' Congress in Marseille, the Final Budget 2016 is ready for your approval. Enrico Acciardi has also prepared the preliminary (not yet final) budget 2017 and the provisional budget 2018.

I attach here for your approval the following tables:

1. The final Budget 2016
2. The expected Budget 2017
3. The provisional Budget 2018

Please, reply to this email with YES or NO for each of the three individual items.

[...omissis....]

Many thanks to all of you.

My best regards,
Davide

The Secretary Office got the following votes:

Directors	Vote 1	Vote 2	Vote 3
Prof. Filiberto Bilotti	YES	YES	YES
Prof. Maria Kafesaki	YES	YES	YES
Prof. Dorota Pawlak	YES	YES	YES
Prof. Kostantin Simovski	YES	YES	YES
Prof. Yannis Vardaxoglou	YES	YES	YES
Dr. Davide Ramaccia	YES	YES	YES

According to the voting results, the Board of Directors has approved:

- The final budget 2016 reported in Annex I
- The expected budget 2017 reported in Annex II
- The provisional budget 2018 reported in Annex III



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According to our Constitution, these documents will be transmitted to the General Assembly for the final approval.

2. Any other business

There are no other businesses to discuss.

Rome, 12 September 2017

Dr. Davide Ramaccia
Secretary general

Prof. Filiberto Bilotti
President

VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC
MATERIALS AND METAMATERIALS

BALANCE SHEET PAPER

period

01/01/2016 – 31/12/2016

DR
SR

Description	Yeld EUR	Exp EUR	Yeld GBP	Exp GBP
Metamaterials Congress 2016	186107,46	102448,84	0,00	0,00
Metamaterials Congress 2017	0,00	0,00	0,00	0,00
30th School Karlsruhe	927,00	2982,38	0,00	0,00
27th School - Rome	0,00	0,00	0,00	0,00
29th School Ruka	0,00	8571,43	0,00	0,00
31st School Saint Petersburg	3553,50	0,00	0,00	0,00
Membership fees 2015	0,00	0,00	0,00	0,00
Membership fees 2016	5615,00	0,00	0,00	0,00
Membership fees 2017	800,00	0,00	0,00	0,00
H2020 Nanoarchitectronics	0,00	751,04	0,00	0,00
General Assembly	0,00	0,00	0,00	0,00
Personnel costs	0,00	26801,48	0,00	0,00
Insurance-pension personnel costs	0,00	15156,98	0,00	0,00
Book-keeping	0,00	8243,54	0,00	0,00
Travel expenses	0,00	0,00	0,00	0,00
Consumables	0,00	2510,95	0,00	0,00
Internet services (1&1)	0,00	0,00	0,00	1265,00
Internet services (Linode)	0,00	332,62	0,00	0,00
Internet services (GoToCitrix)	0,00	0,00	0,00	0,00
Other	0,00	150,00	0,00	0,00
Roma Tre contract	0,00	10000,00	0,00	0,00
Advertising	0,00	0,00	0,00	0,00
Interest yields	0,00	0,00	0,00	0,00
Bank fees	0,00	231,98	0,00	0,00
Paypal Fees	60,78	4232,17	0,00	0,00
Taxes	0,00	7388,60	0,00	0,00
Total	197063,74	189802,01	0,00	1265,00

EXPECTED ASSETS @ 31.12.2016	
Bank Account	316041,98
Prepaid Credit Card	850,22
Paypal Account	2000,00
Paypal Account GBP	2439,90
Cash EUR	243,27
Cash GBP	0,00




ANNEX I

SIGNATURES OF THE BOARD OF DIRECTORS



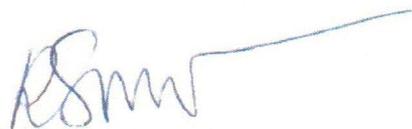
Prof. Filiberto Bilotti
Chairman
VI President, Roma Tre, Italy



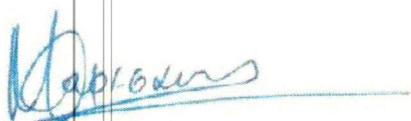
Dr. Davide Ramaccia
Member
VI Secretary, Roma Tre, Italy



Dr. Dorota Pawlak
Member
VI Director, ITME, Poland



Prof. Constantine Simovski
Member
VI Director, Aalto, Finland



Prof. Maria Kafesaki
Member
VI Director, FORTH, Greece



Prof. Yiannis Vardaxoglou
Member
VI Director, LOUGH, UK



Expected budget and assets 2017 - Summary

ANNEX II

Description	Yeld EUR	Exp EUR	Yeld GBP	Exp GBP
Metamaterials Congress 2016	772,50			
Metamaterials Congress 2017	188003,90	110106,36		
31st School Saint Petersburg				
33rd School Bordeaux	10346,40	3481,87		
IWMbD 2016 Riva del Garda		934,46		
Membership fees 2017	7720,00			
H2020 Nanoarchitectonics	67500,00	14186,21		
General Assembly				
Personnel costs		33560,00		
Insurance-pension personnel costs		18128,61		
Book-keeping		9528,63		
Travel expenses				
Consumables		2500,00		
Internet services (1&1)				1278,50
Internet services (Linode)		339,49		
Internet services (GoToCitrix)		453,84		
Other				
Roma Tre contract		10000,00		
Advertising				
Interest yields				
Bank fees		109,92		
Paypal Fees	87,25	4087,76		
Taxes		1623,80		
Total	274430,05	209040,95		1278,50

EXPECTED ASSETS @ 31.12.2017	
Cash	243,27
Cheque account in Italy	380781,30
Debit card	1500,00
Paypal account EUR	2000,00
Paypal account GBP	1161,40 (expected Euro 1300,00)

DR


Provisional budget and assets 2018 - Summary

ANNEX III

PROVISIONAL BUDGET 2018		
Description	Yield	Expenses
Metamaterials Congress 2018	170000,00	130000,00
Schools	8000,00	5000,00
Membership fees	24000,00	
Personnel costs		30000,00
H2020 Nanoarchitectronics	22500,00	75813,79
Roma Tre contract		10000,00
Travel expenses		
Insurance-pension personnel costs		15000,00
Book-keeping		8000,00
Consumables		1000,00
Other (GoToMeetings, etc.)		1000,00
Internet services		2100,00
Bank fees		400,00
Taxes		1000,00
Total	224500,00	279313,79
Surplus/deficit		-54813,79

PROVISIONAL ASSETS @ 31.12.2018	
Cash	243,27
Cheque account in Italy	325967,51
Debit card	1500,00
Paypal account EUR	3300,00
Paypal account GBP	0,00

DR