



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

GENERAL ASSEMBLY MEETING

Sunday, 24 December 2017

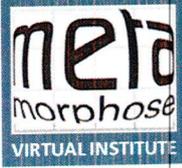
MINUTES

Meeting place:	Online Meeting
Meeting date:	27 December 2017
Meeting time:	12:00 am

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

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

DL *AB*



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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 24.12.2017, Dr. Davide Ramaccia (Secretary General) sent an email to the 25 Institutional Members of the Association 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.

Oggetto: METAMORPHOSE VI - GA BUDGET APPROVAL

Mittente: Davide <secretary@metamorphose-vi.org>

Data: 24/12/2017 12:22

A: Sergei Tretyakov <sergei.tretyakov@aalto.fi>, Craeye@tele.ucl.ac.be, n.i.zheludev@soton.ac.uk, Andrea Massa <andrea.massa@unitn.it>, ramon@unavarra.es, njohnson@elec.gla.ac.uk, ibvendik@rambler.ru, Maria Kafesaki <kafesaki@iesl.forth.gr>, tszoplik@mimuw.edu.pl, Yiannis Vardaxoglou <J.C.Vardaxoglou@lboro.ac.uk>, Andre.delustrac@ief.u-psud.fr, Ferran Martín <ferran.martin@uab.cat>, Dorota.Anna.Pawlak@gmail.com, peter.haring@uni-siegen.de, thomas.pertsch@uni-jena.de, Yang Hao <y.hao@qmul.ac.uk>, alain.priou@u-paris10.fr, andrey.osipov@dlr.de, concita.sibilia@uniroma1.it, frezza@die.uniroma1.it, luca.pierantoni@univpm.it, Pavel Belov <belov@phoi.ifmo.ru>, bilotti@uniroma3.it, Stefano Maci <macis@dii.unisi.it>

CC: Enrico Acciardi <enrico.acciardi@uniroma3.it>, a.g.schuchinsky@gmail.com

Dear VI Institutional Member coordinators,

in the last BoD Meeting, the Board of Directors has unanimously approved and signed the Final Budget 2016. You can find it attached to this email. Moreover, Enrico Acciardi (cc'ed) 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

According to our Constitution, now, the General Assembly (i.e. each of you) has to express the vote on the three items above.

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

I take this occasion to wish you all a Merry Christmas and Happy New Year,

Davide



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The Secretary Office got the following votes:

Institution	Annex 1	Annex 2	Annex 3
Aalto	YES	YES	YES
UCL	<i>Not received</i>	<i>Not received</i>	<i>Not received</i>
UoS	YES	YES	YES
UniTN	YES	YES	YES
UPNA	YES	YES	YES
UGLAS	YES	YES	YES
ETU	YES	YES	YES
FORTH	YES	YES	YES
WU	<i>Not received</i>	<i>Not received</i>	<i>Not received</i>
RomaTre	YES	YES	YES
LOUGH	<i>Not received</i>	<i>Not received</i>	<i>Not received</i>
UNISI	YES	YES	YES
QUB	<i>Not received</i>	<i>Not received</i>	<i>Not received</i>
UPS	YES	YES	YES
UAB	YES	YES	YES
ITME	YES	YES	YES
SIEGEN	<i>Not received</i>	<i>Not received</i>	<i>Not received</i>
FSU	YES	YES	YES
QMUL	YES	YES	YES
GEA	<i>Not received</i>	<i>Not received</i>	<i>Not received</i>
DLR	YES	YES	YES
SBAI	YES	YES	YES
DIET	YES	YES	YES
UNIVPM	YES	YES	YES
ITMO	YES	YES	YES

According to the voting results, the General Assembly 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

2. Any other business

There are no other businesses to discuss.

Rome, 31 December 2017

Dr. Davide Ramaccia
Secretary of ROMA TRE Office

Prof. Filiberto Bilotti
President

Budget and assets 2016 - Summary

ANNEX I

	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 Nanoarchitectonics	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

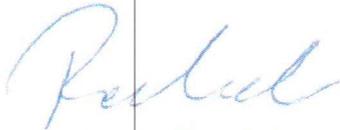
SIGNATURES OF THE BOARD OF DIRECTORS



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



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



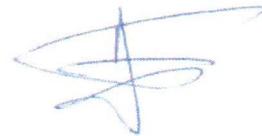
Dr. Dorota Pawlak
Member
VI Director, ITME, Poland



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)

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 Nanoarchitectonics	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
