



BOARD OF DIRECTORS MEETING

Thursday, 31 May 2018

MINUTES

Meeting place:	Online meeting
Meeting date:	31 May 2018
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. End of term of General Chair of Metamaterials congress
 - a. Presentation and motivation of the new congress organization
 - b. Open discussion
 - c. Final version of amendments to the internal regulations
2. Vote for approval of the amendments to internal regulations
3. Any other business.

Meeting Minutes

1. End of term of General Chair of Metamaterials congress

On 31.05.2018, Prof. Filiberto Bilotti (President) sent an email to the Board of Directors for informing that his term as General Chair of the congress "Metamaterials" is ending and there is the need to start the procedure for the election of a new General Chair (ANNEX I).

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GRB



a. Presentation and motivation of the new congress organization

The president informs the Board of Directors that, during the last months, he got several feedbacks from colleagues and friends who usually attend the Congress, and in particular, the main point is that having a General Chair from the VI reduces too much the visibility of the Local Chair, who is the guy working hard every day at the local level to make the conference possible.

Adopting a similar scheme used in other conferences around the world, the Local Chair can be appointed as the General Chair for the edition he is organizing, and the Board of Directors appoints every year the Steering Committee Chair, who is the factotum from the VI side. The president asks the BoD to discuss this point and propose the proper amendments to the Internal Regulations of the Metamorphose VI.

b. Open discussion

The BoD discusses about the new organization scheme of the Metamaterials congress. In particular, the BoD proposes to extend the term for the Steering Committee Chair to three years.

c. Final version of amendments to the internal regulation

The final version of the amendments to the internal regulation is reported in ANNEX II. The changes are highlighted in red.

2. Vote for approval of the amendments to Internal Regulations

The Secretary Office got the following votes:

Directors	APPROVAL
Prof. Filiberto Bilotti	YES
Prof. Maria Kafesaki	YES
Prof. Dorota Pawlak	YES
Prof. Kostantin Simovski	YES
Prof. Yannis Vardaxoglou	YES
Dr. Davide Ramaccia	YES

According to the voting results, the Board of Directors has approved the amendments to the internal regulation (ANNEX II).


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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

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

3. Any other business

There are no other businesses to discuss.

Rome, 31 May 2018

Dr. Davide Ramaccia

Secretary general

Prof. Filiberto Bilotti

President

ANNEX I

Oggetto: Metamaterials Congress - General Chair

Mittente: Filiberto Bilotti <filiberto.bilotti@uniroma3.it>

Data: 31/05/2018 13:04

A: "konstantin.simovski@aalto.fi" <konstantin.simovski@aalto.fi>, "J.C.Vardaxoglou@lboro.ac.uk" <J.C.Vardaxoglou@lboro.ac.uk>, "Dorota.Pawlak@itme.edu.pl" <Dorota.Pawlak@itme.edu.pl>, "Dorota.Anna.Pawlak@gmail.com" <Dorota.Anna.Pawlak@gmail.com>, "kafesaki@iesl.forth.gr" <kafesaki@iesl.forth.gr>, Davide Ramaccia <davide.ramaccia@uniroma3.it>

CC: Sergei Tretyakov <sergei.tretyakov@aalto.fi>, "Schuchinsky, Alex" <A.Schuchinsky@liverpool.ac.uk>, "Alu, Andrea" <aalu@gc.cuny.edu>, Alessio Monti <alessio.monti@uniroma3.it>

Dear Directors,

Today my term as the General Chair of the Metamaterials Congress is over. According to our regulations, we would need to run a new election.

However, during the last months, I got several feedbacks from colleagues and friends who usually attend the Congress that I had to consider. The main point is that having a General Chair from the VI reduces too much the visibility of the Local Chair, who is the guy working hard every day at the local level to make the conference possible.

In my opinion this is a relevant point that may discourage colleagues and friends to take this responsibility. Therefore, I took this seriously and had a preliminary discussion with the current chairs, Sergei and Alex to see their advices on how to change the management structure of the conference to give more visibility to the local chair and at the same time keep the finances linked to the VI (the Congress income allows the VI to survive).

The idea emerged from these preliminary discussions is to make the Local Chair as the General Chair and make the Board of Directors appointing every year the Steering Committee Chair, who is the factotum from the VI side. This is not a big change, but makes things more fair and working properly. In addition, it is a scheme adopted by other conferences around the world.

What do you think?

In case you support this change, we would need to make an amendment to the internal regulations of the Association (a possible amendment is in the attached file, where I take the opportunity to implement other small needed changes, such as the new name of the Congress) and call a General Assembly vote.

Let me know.

Best wishes,

Filiberto

— Allegati: —

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AMENDMENTS TO THE INTERNAL REGULATIONS

Ch. 6 – Association conferences

NEW TEXT TO BE DISCUSSED AND APPROVED BY THE BOARD OF DIRECTORS

(amendments are highlighted in red)

The Association holds an annual international conference, the International Congress on ~~Advanced Electromagnetic Materials in Microwaves and Optics~~ **Artificial Materials for Novel Wave Phenomena** or METAMATERIALS Congress (the “Conference”). The Conference is managed by the Steering Committee. ~~The General Chair is elected by the General Assembly for a period of 4 (four) years. The candidate VI members for this position are proposed to the General Assembly by the Board of Directors. The following procedure takes place for every edition of the conference. The General Chair proposes to the Board of Directors candidates for the General Co-chair (if deemed appropriate) and the Chairman of the Steering Committee. The appointment decision is made by the Board of Directors in agreement with the General Chair.~~

The Board of Directors appoints for three consecutive editions the Chairman of the Steering Committee among the institutional members of the VI. The Chairman of the Steering Committee selects the other members of the Steering Committee. ~~The General Chair, Co chair and the Chairman of the Steering Committee select the members of the Steering Committee. The Steering Committee may include non-members of the VI, but for less than a half of the total number of the members (not counting the co-opted Local Chair and TPC Chair). The Steering Committee proposes and selects conference locations and manages the congress organization and its finances, reporting to the Board of Directors and the General Assembly. The Steering Committee appoints the Local Organizing Committee and its Chair General Chairman (who is the local chair of the Organizing Committee), the Scientific Advisory Committee, and the TPC Chairman. The chair of the Local Organizing Committee and the TPC chair are members of the Steering Committee during activities of these two committees.~~

The TPC Chairman proposes **candidates for the TPC, who are experts in their fields and may represent different areas within the domain of the Conference** ~~the composition of the TPC.~~ The Steering Committee approves the TPC composition.

The General Chair receives advice and guidance from the Steering Committee and reports to it. The General Chair proposes candidates for the General Co-Chair (if deemed appropriate) and the Local Organizing Committee. The Steering Committee approves the Local Organizing Committee composition. The Local Organizing Committee, chaired by the General Chairman, is responsible for all on-site arrangements and logistics before, during, and after the Congress.

The VI undertakes to be responsible for: handling the papers submitted to the Congress; collecting Congress registration fees; and setting up and maintaining the Congress web site. Possible financial surpluses from the Conferences will be credited to the Association budget. Any financial losses incurred by the Conference will be absorbed by the Association. Sufficient reserves in the Association budget will be built up and, if necessary, insurance taken to ensure long-term financial sustainability.

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