



BOARD OF DIRECTORS MEETING

Thursday, 29 November 2018

MINUTES

Meeting place:	Online meeting
Meeting date:	29 November 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. Approval of the Budgets
 - a. Final Budget 2017
 - b. Expected Budget 2018
 - c. Provisional Budget 2019
2. Institutional membership fee policy
3. Any other business.



Meeting Minutes

1. Approval of the Budget

On 29.11.2018, the President 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.

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

Sent: 29 November 2018 19:46

To: Maria Kafesaki <kafesaki@iesl.forth.gr>; Dorota Pawlak <dorota.anna.pawlak@gmail.com>; Yiannis Vardaxoglou <J.C.Vardaxoglou@lboro.ac.uk>; Simovski Konstantin <konstantin.simovski@aalto.fi>

Cc: Davide Ramaccia <davide.ramaccia@uniroma3.it>

Subject: METAMORPHOSE VI BoD - Budget and Membership Fees

Dear Friends,

As the year is coming to its end, It is time to approve the Budget.

In attachment you find the usual three documents for your check and approval:

2017 - Final budget

2018 - Expected budget

2019 - Provisional budget

[... omissis...]

Many thanks.

Best wishes,

Filiberto

The Secretary Office got the following votes:

Director	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 2017 reported in Annex I
- The expected budget 2018 reported in Annex II
- The provisional budget 2019 reported in Annex III

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

2. Institutional membership fee policy

The President and the Secretary General informs the board of directors that in the last period some Institutional members have requested the possibility to drop the Institutional Membership Fee because it is not convenient for them. Indeed, for those institutions having few researchers involved in metamaterials and attending our events, the discounts on the Congress and School registration rates, though rather significant, do not compensate the current Institutional membership fee (800 Euro/year).

In order to meet such a reasonable request, the President presents a possible new membership scheme to be used in the next years compatible with the Association Constitution (artt. 3.1.8 and 3.2.8):

- Institutional Membership Fee becomes optional (i.e. any Institutions will check if it is convenient or not to pay 800 Euro per year to have an unlimited number of discounted fees for attending the Congress and the school and will pay the fee or not, accordingly);
- researchers from Institutional Members not paying the Institutional Member Fee are no more entitled to get the discounted rate when attending the congress and the schools and, thus, they must pay the Personal Membership Fee to get the discounted rates.

Of course, it is intended that this change will not have any impact on the rights of the Institutional Members: they can still participate to EU projects, have voting right in the General Assembly, be elected within the Board of Directors or as the President, etc.



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

Moreover, the BoD is informed that this change will not have a dramatic impact on the budget and on the capability of METAMORPHOSE to be a self-sustainable body.

The Board of Directors approves unanimously the proposed changes. The new institutional membership fee policy will start to have effect from the solar year 2019.

3. Any other business

There are no other businesses to discuss.

Rome, 29 November 2018

Dr. Davide Ramaccia
Secretary general

Prof. Filiberto Bilotti
President

VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC
MATERIALS AND METAMATERIALS

BALANCE SHEET PAPER
ANNEX I

period

01/01/2017 – 31/12/2017



Budget and assets 2017 - Summary

ANNEX I

Description	Yield EUR	Exp EUR	Yield GBP	Exp GBP
Metamaterials Congress 2016	772,50	-	-	-
Metamaterials Congress 2017	211.388,30	101.397,04	-	-
35th School Rome	6.727,20	1.980,28	-	-
33rd School Bordeaux	10.346,40	3.481,87	-	-
IWMbD 2016 Riva del Garda	-	934,46	-	-
Membership fees 2017	8.570,00	-	-	-
H2020 Nanoarchitectonics	67.500,00	11.747,36	-	-
General Assembly	-	-	-	-
Personnel costs	-	33.232,00	-	-
Insurance-pension personnel costs	-	18.343,60	-	-
Book-keeping	-	9.522,71	-	-
Travel expenses	-	-	-	-
Consumables	26,49	4.424,29	-	-
Internet services (1&1)	-	-	-	1.308,45
Internet services (Linode)	-	327,66	-	-
Internet services (GoToCitrix)	-	453,84	-	-
Other	-	-	-	-
Roma Tre contract	-	10.000,00	-	-
Advertising	-	-	-	-
Interest yields	-	-	-	-
Bank fees	-	203,42	-	-
Paypal Fees	121,26	4.738,15	-	-
Taxes	-	1.559,00	-	-
Total	305.452,15	202.345,68	-	1.308,45

ASSETS @ 31.12.2017	
Bank Account	417.955,37
Prepaid Credit Card	2.043,30
Paypal Account	2.000,00
Paypal Account GBP	1.131,45
Cash	243,27
Total EUR	422.241,94
Total GBP	1.131,45



ANNEX I

SIGNATURES OF THE BOARD OF DIRECTORS



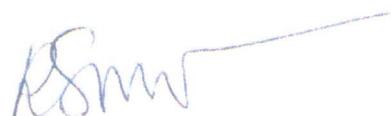
Prof. Filiberto Bilotti
Chairman
VI President, Roma Tre, Italy



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

Description	Yield EUR	Exp EUR	Yield GBP	Exp GBP
Metamaterials Congress 2018	185560,00	170000,00		
Metamaterials Congress 2017	-	5228,86		
35th School Rome	-	4387,70		
36th School Karlsruhe	20216,10	15317,89		
Metamaterials Congress 2019	-	22000,00		
Membership fees 2018	16000,00	-		
H2020 Nanoarchitectonics	-	55752,64		
General Assembly	-	-		
Personnel costs	-	40000,00		
Insurance-pension personnel costs	-	23000,00		
Book-keeping	-	9520,00		
Travel expenses	77,58	3053,76		
Consumables	-	4500,00		
Internet services (1&1)	-	-		1131,45
Internet services (Linode)	-	330,00		
Internet services (GoToCitrix)	-	454,00		
Other	-	100,00		
Roma Tre contract	-	10000,00		
Advertising	-	-		
Interest yields	-	-		
Bank fees	-	310,00		
Paypal Fees	123,88	4600,00		
Taxes	-	1550,00		
Total	221977,56	370104,85		1131,45

EXPECTED ASSETS @ 31.12.2018	
Bank Account	269828,08
Prepaid Credit Card	2043,30
Paypal account EUR	2000,00
Paypal account GBP	-
Cash	243,27

Provisional budget and assets 2019 - Summary

ANNEX III

PROVISIONAL BUDGET 2019		
Description	Yield	Expenses
Metamaterials Congress 2019	210000	170000
Schools	30000	17000
Membership fees	20000	
Personnel costs		30000
Roma Tre contract		10000
Travel expenses		3000,00
Insurance-pension personnel costs		15000
Book-keeping		9000
Consumables		5000
Other (GoToMeetings, etc.)		1300
Internet services		1500
Bank fees		200
Taxes		1000
Total	260000	260000
Surplus/deficit		-

PROVISIONAL ASSETS @ 31.12.2019	
Bank Account	269828,08
Prepaid Credit Card	2043,30
Paypal account EUR	2000,00
Paypal account GBP	-
Cash	243,27

