



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

BOARD OF DIRECTORS MEETING

Monday, 16 September 2019

MINUTES

Meeting place:	Physical meeting
Meeting date:	16 September 2019
Meeting time:	----

Attendees	Title	Present	Justified	Absent
Prof. Andrea Alù	<i>President</i>	✓		
Prof. Filiberto Bilotti	<i>Vice-President</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>	✓		
Prof. Carsten Rockstuhl	<i>EUPROMETA Director</i>	✓		

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

AGENDA

1. Discussion and approval of the Budgets
 - a. Final Budget 2018
 - b. Expected Budget 2019
 - c. Provisional Budget 2020
2. Metamaterial congresses
 - a. Appointment of Chairman of the Steering Committee
 - b. Updates for the edition 2020
3. EUPROMETA Schools
4. Any other business



Meeting Minutes

1. Discussion and approval of the Budgets

The Vice-President presents the final budget 2018 (Annex 1) to be transmitted to the General Assembly. The President explains in detail the budget voices. In particular, he informs the Board of Directors that the outcomes of the year 2018 are higher than incomes due to the H2020 project NanoArchitectronics that ended in December 2018. However, it is perfectly balanced by the higher incomes of year 2017 due to the money transfer from European Commission for the starting-up of the two-years project. Moreover, the expected budget 2019 (Annex II) and provisional budget 2020 (Annex III) are presented and discussed.

According to the Constitution, the President asks the members of the Board of Directors to express their recommendation on the Final Budget 2018 (Annex I). The Board of Directors unanimously recommends the approval of the Final Budget 2018 and the documents are signed by all the Directors. These documents will be transmitted to the General Assembly for the final approval.

2. Metamaterial congresses

a. Appointment of Chairman of the Steering Committee

According the internal regulations of our Association (version dated 11.07.2018), the Board of Directors must appoint the Chairman of the Steering Committee of the congress Metamaterials. He/she will be in charge for the next three editions (from 2020 to 2022). The Chairman of the Steering Committee should be selected among the members of Metamorphose and must present the skills to manage a congress. The vice-president informs the Board of Directors that Dr. Alessio Monti, current general chair of the edition 2019, stated the interest to continue to serve the congress. The Board of Directors recognizes the excellent work in the organization of Metamaterials 2019 and decides to appoint Dr. Alessio Monti as Chairman of the Steering Committee for the period 2020-2022.



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b. Updates for the edition 2020

The President Andrea Alù organizes the next edition of Metamaterials congress, that will be held in New York, USA, on Sept. 28 – Oct. 3, 2020. The President informs the Board of Directors that the venue of the congress has been already booked. It will be used for hosting the US/Middle East conference on Photonics on 4-6 November 2019.

3. EUPROMETA schools

The Director of EUPROMETA schools informs the Board of Directors that, in addition to the school at the end of the congress Metamaterials 2020, the operational office has received several other candidatures for the year 2020. In order to have not more than three schools per year, the Director have selected the following two schools:

- I. Topic “Active metamaterials” organized and hosted by University of Zagreb, Croatia;
- II. Topic “Nanophotonics” organized and hosted by KIT, Germany.

The two schools should be held in Spring 2020 and Summer 2020, respectively.

Any other business

There are no other businesses to discuss.

Rome, 20 September 2019

Dr. Davide Ramaccia
Secretary general

Prof. Filiberto Bilotti
Vice-president

Prof. Andrea Alù
President

**VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC
MATERIALS AND METAMATERIALS**

BALANCE SHEET PAPER

period

01/01/2018 – 31/12/2018

AP
DR
FR

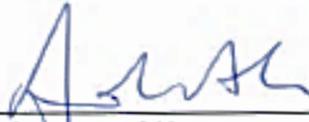
Final budget and assets 2018 - Summary

Description	Yield EUR	Exp EUR	Yield GBP	Exp GBP
Metamaterials Congress 2018	181.560,00	167.692,58	-	-
Metamaterials Congress 2017	-	5.228,86	-	-
35th School Rome	-	4.387,70	-	-
36th School Karlsruhe	20.216,10	15.317,89	-	-
Metamaterials Congress 2019	-	23.022,65	-	-
Membership fees 2018	5.839,50	-	-	-
H2020 Nanoarchitectonics	9.000,00	30.126,45	-	-
General Assembly	-	-	-	-
Personnel costs	-	54.226,16	-	-
Insurance-pension personnel costs	-	40.804,32	-	-
Book-keeping	-	8.174,19	-	-
Travel expenses	77,58	3.053,76	-	-
Consumables	-	342,10	-	-
Internet services (1&1)	-	283,32	-	1.131,45
Internet services (Linode)	-	311,62	-	-
Internet services (GoToCitrix)	-	453,84	-	-
Other	-	22,99	-	-
Roma Tre contract	-	10.000,00	-	-
Advertising	-	-	-	-
Interest yields	-	-	-	-
Bank fees	-	306,74	-	-
Paypal Fees	123,88	4.552,88	-	-
Taxes	-	744,00	-	-
Total	216.817,06	369.052,05	-	1.131,45

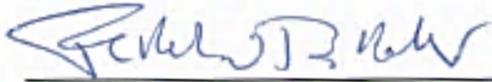
ASSETS @ 31.12.2018	
Bank Account EUR	250.974,57
Prepaid Credit Card EUR	673,10
Paypal Account EUR	18.116,01
Paypal Account GBP	0,00
Cash EUR	243,27
Total EUR	270.006,95
Total GBP	0,00



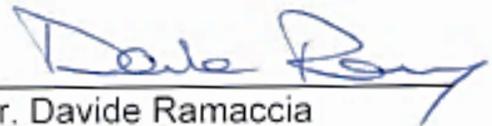
SIGNATURES OF THE BOARD OF DIRECTORS



Prof. Andrea Alù
Chairman
VI President, CUNY-ASRC/CG, USA



Prof. Filiberto Bilotti
Co-Chairman
VI Vice-President, Roma Tre, Italy



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



Prof. 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 2019 - Summary

EXPECTED BUDGET 2019		
Description	Yield	Expenses
Metamaterials Congress 2018	60582,40	
Metamaterials Congress 2019	185000,00	133245,30
Metamaterials Congress 2020		25000,00
Membership fees 2019	2000,00	
H2020 Nanoarchitectonics	13500,00	559,96
General Assembly		
Personnel costs		43117,25
Insurance-pension personnel costs		21168,98
Book-keeping		15052,91
Travel expenses		2683,53
Consumables		453,64
Internet services		2355,76
Other		
Roma Tre contract		10000,00
Advertising		
Interest yields		
Bank fees		130,90
Paypal Fees		4894,01
Taxes		266,80
Total	259082,40	258929,04
Surplus/deficit		153,36

EXPECTED ASSETS @ 31.12.2019	
Bank Account	265.917,04
Prepaid Credit Card	2000,00
Paypal account EUR	2000,00
Paypal account GBP	-
Cash	243,27





Provisional budget and assets 2020 - Summary

PROVISIONAL BUDGET 2020		
Description	Yield	Expenses
Metamaterials Congress 2020	200000,00	140000,00
Schools	30000,00	17000,00
Membership fees	23000,00	
Personnel costs		39000,00
Roma Tre contract		10000,00
Travel expenses		3000,00
Insurance-pension personnel costs		20000,00
Book-keeping		15000,00
Consumables		1000,00
Other		500,00
Internet services		2000,00
Bank fees		200,00
PayPal fees		4800,00
Taxes		500,00
Total	253000,00	253000,00
Surplus/deficit		-

PROVISIONAL ASSETS @ 31.12.2020	
Bank Account	265.917,04
Prepaid Credit Card	2000,00
Paypal account EUR	2000,00
Paypal account GBP	-
Cash	243,27



