



Virtual Institute for Artificial Electromagnetic Materials and Metamaterials

METAMORPHOSE VI AISBL

Operational office:

“Roma Tre” University – Dept. of Industrial, Electronic and Mechanical Engineering

Via Vito Volterra 62 – 00146 – Rome – Italy

BOARD OF DIRECTORS MEETING

Wednesday, 21 December 2022

MINUTES

Meeting place:	Electronic meeting
Meeting date:	21 December 2022
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>	✓		

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 2021
 - b. Expected Budget 2022
 - c. Provisional Budget 2023
2. Metamaterial congresses
 - a. Appointment of Chairman of the Steering Committee
3. Any other business



Meeting Minutes

1. Discussion and approval of the Budgets

On 21.12.2021, the Secretary General sent an email (Annex I) 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 II, Annex III, and Annex IV of the present document, respectively.

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

2. Metamaterial congresses

a. Appointment of Chairman of the Steering Committee

According to 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 for the editions 2023-2025.

The Secretary General sent an email (Annex I) asking the Board of Directors to appoint the Steering Committee (SC) Chair of the Metamaterials congress. The organization of the last three editions have been coordinated by Alessio Monti, that was appointed as Steering Committee chair in 2019. He did a fantastic job till the end of his term in the last September with the end of Metamaterials'2022. However, the work of the Steering committee is a never-ending activity and, since then, he is gently continuing to serve as Steering Committee chair for the coordination of the activities for Metamaterials'2023.

The Board of Directors recognizes the excellent work in the organization of the last three editions and, to avoid any interruption in the organization of the Congress, decides to appoint Alessio Monti as Chairman of the Steering Committee for the period 2023-2025.



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Any other business

There are no other businesses to discuss.

Rome, 29 December 2022

Dr. Davide Ramaccia

Secretary general

Prof. Filiberto Bilotti

Vice-president

Prof. Andrea Alù

President

Oggetto: [METAMORPHOSE VI] BoD Meeting - Budget approval and Steering Committee chair appointment

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

Data: 21/12/2022, 16:58

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

CC: Filiberto Bilotti <filiberto.bilotti@uniroma3.it>, "Alu, Andrea" <aalu@gc.cuny.edu>, Davide Ramaccia <davide.ramaccia@uniroma3.it>, Tretiakov Sergei <sergei.tretyakov@aalto.fi>

Dear Directors,

on behalf of the President, this is for calling an online Board of Directors meeting.

According to our constitution, before the end of the solar year a BoD meeting is called for reviewing and approving the Budget documents of our Association, before being passed to the General Assembly. Moreover, it is time for appointing the Steering committee chair of Metamaterials congress series for the term 2022-2025.

BUDGET APPROVAL

Please, find attached to this email the following documents:

1. Final budget 2021
2. Expected budget 2022
3. Provisional budget 2023

I would gently ask you to **reply with YES or NO** for approving and, in positive case, please apply your digital signature on the last page of the Final Budget 2021.

STEERING COMMITTEE CHAIR APPOINTMENT

According to the internal regulation of METAMORPHOSE VI, the Steering committee chair is appointed for a term of three years by the Board of Directors.

Alessio Monti was appointed as Steering Committee chair in 2019, and he did a fantastic job in the last three editions of the congress till the end of his term in the last september with the end of Metamaterials 2022. However, the work of the Steering committee is a never-ending activity and, since then, he is gently continuing to serve as Steering Committee chair for the coordination of the activities for Metamaterials 2023.

Considering the work done in the last three years and his availability to continue to serve as Steering committee chair, I would gently ask you to **reply with YES or NO** for appointing Alessio Monti as Steering committee chair of Metamaterials congress for the term 2022-2025.

Please, reply to this email and attached the signed the Final Budget 2021 before December 25, 2022.

Many thanks!

My best,
-Davide

— Allegati: —

2023 Provisional budget and assets.pdf	18,9 kB
2021 Final budget and assets_to be signed.pdf	214 kB
2022 Expected budget and assets.pdf	46,6 kB

VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC
MATERIALS AND METAMATERIALS

BALANCE SHEET PAPER

period

01/01/2021 – 31/12/2021

AP
DR
FR

Final budget and assets 2021 - Summary

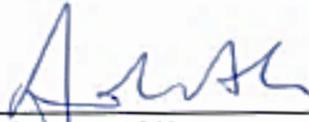
Description	Yeld EUR	Exp EUR
Metamaterials Congress 2021	100.200,82	5.442,88
42 EUPROMETA School	17.534,00	-
Metamaterials Congress 2022	-	-
Membership fees 2021	10.840,00	-
36 EUPROMETA School	504,00	
General Assembly	-	-
Personnel costs, ED vouchers/reimbursement	0,03	38.313,37
Insurance-pension personnel costs	-	18.336,12
Book-keeping	-	19.937,56
Travel expenses	-	230,00
Consumables	-	1.522,57
Internet services	-	2.418,88
Other	-	-
Roma Tre contract	-	-
Advertising	-	-
Interest yields	-	-
Bank fees	-	277,78
Paypal Fees	123,25	2.777,57
Taxes	-	764,10
Total	129.202,10	90.020,83
<i>Surplus</i>		<i>39.181,27</i>

ASSETS @ 31.12.2021	
Bank Account EUR	207.728,03
Prepaid Credit Card EUR	540,78
Paypal Account EUR	63.003,86
Paypal Account GBP	-
Paupal Account USD	-
Cash EUR	243,27
Total EUR	271.515,94

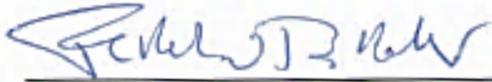




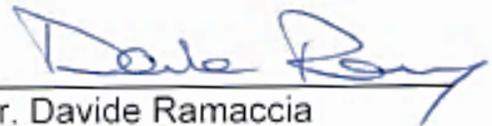
SIGNATURES OF THE BOARD OF DIRECTORS



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

ANNEX III

Expected budget and assets 2022 - Summary

Description	Yield EUR	Exp EUR
Metamaterials Congress 2022	220.832,45	91.831,01
EUPROMETA School	-	-
Metamaterials Congress 2020	21.439,94	-
Membership fees 2022	13.830,00	-
General Assembly	-	-
Personnel costs and ED vouchers/reimbursement	-	38.313,37
Insurance-pension personnel costs	-	20.902,55
Book-keeping	-	20.369,02
Travel expenses	-	-
Consumables	-	468,24
Internet services	-	2.418,88
Other	-	-
Roma Tre contract	-	-
Advertising	-	-
Interest yields	-	-
Bank fees	-	377,78
Paypal Fees	253,80	5.792,71
Taxes	-	74,80
Total	256.356,19	180.548,36
<i>Surplus</i>		<i>75.807,83</i>

EXPECTED ASSETS @ 31.12.2022	
Bank Account	342.532,56
Prepaid Credit Card	1.547,94
Paypal account EUR	3.000,00
Cash	243,27
Total EUR	347.323,77

ANNEX IV

Provisional budget and assets 2023 - Summary

Description	Yeld EUR	Exp EUR
Metamaterials Congress 2023	185.000,00	103.000,00
EUPROMETA Schools	7.000,00	-
Metamaterials Congress 2022	-	-
Membership fees 2023	10.000,00	-
General Assembly	-	-
Personnel costs and ED vouchers/reimbursement	-	40.000,00
Insurance-pension personnel costs	-	20.000,00
Book-keeping	-	20.000,00
Travel expenses	-	-
Consumables	-	1.500,00
Internet services	-	2.700,00
Other	-	-
Roma Tre Contract	-	10.000,00
Advertising	-	-
Interest yields	-	-
Bank fees	-	1.000,00
Paypal Fees	-	2.800,00
Taxes	-	1.000,00
Total	202.000,00	202.000,00

PROVISIONAL ASSETS @ 31.12.2023	
Bank Account	342.532,56
Prepaid Credit Card	1.547,94
Paypal account EUR	3.000,00
Cash	243,27
Total EUR	347.323,77