



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

Friday, 29 December 2023

### MINUTES

<b>Meeting place:</b>	Electronic meeting
<b>Meeting date:</b>	29 December 2023
<b>Meeting time:</b>	----

Attendees	Title	Present	Justified	Absent
Prof. Andrea Alù	<i>President</i>	✓		
Prof. Filiberto Bilotti	<i>Vice-President</i>	✓		
Dr. Davide Ramaccia	<i>Secretary/Director</i>	✓		
Prof. Maria Kafesaki	<i>Director</i>	✓		
Prof. Dorota Pawlak	<i>Director</i>		✓	
Dr. Viktor Asadchy	<i>Director</i>	✓		
Prof. Mirko Barbuto	Director	✓		

<b>Meeting chaired by:</b>	<i>Prof. Andrea Alù</i>
<b>Meeting minutes kept by:</b>	<i>Dr. Davide Ramaccia</i>

### AGENDA

1. Discussion and approval of the Budgets
  - a. Final Budget 2022
  - b. Expected Budget 2023
  - c. Provisional Budget 2024
2. Any other business



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## Meeting Minutes

### 1. Discussion and approval of the Budgets

On 29.12.2023, 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
Dr. Davide Ramaccia	YES	YES	YES
Prof. Maria Kafesaki	YES	YES	YES
Dr. Viktor Asadchy	YES	YES	YES
Prof. Mirko Barbuto	YES	YES	YES

The Board of Directors unanimously recommends the approval of the Final Budget 2022 (Annex II) and the documents are signed by all the Directors. According to our Constitution, these documents will be transmitted to the General Assembly for the final approval.

### Any other business

There are no other businesses to discuss.

Rome, 30 December 2023

**Dr. Davide Ramaccia**  
*Secretary general*

**Prof. Filiberto Bilotti**  
*Vice-president*

**Prof. Andrea Alù**  
*President*

secretary@metamorphose-vi.org <secretary@metamorphose-vi.org>

ven 29/12/2023 09:41

A:kafesaki@iesl.forth.gr <kafesaki@iesl.forth.gr>;mirko.barbuto@unicusano.it <mirko.barbuto@unicusano.it>;Asadchy Viktor <viktar.asadchy@aalto.fi>;Dorota.Anna.Pawlak@gmail.com <Dorota.Anna.Pawlak@gmail.com>  
Cc:aalu@gc.cuny.edu <aalu@gc.cuny.edu>;filiberto.bilotti@uniroma3.it <filiberto.bilotti@uniroma3.it>

📎 3 allegati (182 KB)

2022\_Final budget and assets\_to be signed.pdf; 2023 Expected budget and assets.pdf; 2024 Provisional budget and assets.pdf;

Dear Directors of the Association,

On behalf of the President and Vice President, I am writing to invite you to an online **Board of Directors meeting** to discuss and approve the Budgets and Assets of our Association. As per our constitution, an annual meeting of the Board of Directors is convened before the end of the solar year to review and approve the Budget documents of our organization.

Please find attached the following documents for your review:

- Final Budget 2022
- Expected Budget 2023
- Provisional Budget 2024

We kindly request **your prompt response with a "YES" or "NO" indicating your approval for each of these items.**

For the Final Budget 2022, **please send me back the last page with your digital signature before Dec. 31st, 2023.**

I will consolidate the signed contributions from all Directors into the final document.

If you have any questions or require further clarification regarding the attached documents, please do not hesitate to contact us.

Thank you for your cooperation and attention to this important matter.

Sincerely,  
-Davide

Handwritten signatures in blue and black ink, including a blue signature and two black signatures.

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

**BALANCE SHEET PAPER**

period

01/01/2022 – 31/12/2022

   


## Final budget and assets 2022 - Summary

<b>Description</b>	<b>Yield EUR</b>	<b>Exp EUR</b>
Metamaterials Congress 2022	220.072,45	93.481,01
42 Euprometa School	-	-
Metamaterials Congress 2020	21.439,94	-
Membership fees 2022	13.830,00	-
Metamaterials Congress 2023	-	422,00
H2020 Nanoarchitectonics	-	-
General Assembly	-	-
Personnel costs	-	25.678,00
Insurance-pension personnel costs	-	20.902,55
Executive Director	-	12.119,80
Book-keeping	-	20.369,02
Travel expenses	-	-
Consumables	-	1.545,59
Internet services	-	2.595,21
Other	-	-
Roma Tre contract	-	-
Advertising	-	-
Interest yields	-	-
Bank fees	-	246,16
Paypal Fees	253,80	5.792,71
Taxes	-	74,80
<b>Total</b>	<b>255.596,19</b>	<b>183.226,85</b>
<i>Surplus/deficit EUR</i>		<b>72.369,34</b>

<b>ASSETS @ 31.12.2022</b>	
Bank Account EUR	340.228,67
Prepaid Credit Card EUR	533,68
Paypal Account EUR	2.879,66
Paypal Account GBP	-
Paupal Account USD	-
Cash EUR	243,27
<b>Total EUR</b>	<b>343.885,28</b>

  
  


## SIGNATURES OF THE BOARD OF DIRECTORS



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



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



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

-----N.A.-----

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Prof. Dorota Pawlak  
Member  
VI Director, ITME, Poland



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Dr. Viktor Asadchy  
Member  
VI Director, Aalto, Finland



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Prof. Maria Kafesaki  
Member  
VI Director, FORTH, Greece



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Prof. Mirko Barbuto  
Member  
VI Director, UNICUS, Italy

# ANNEX III

## Expected budget and assets 2023 - Summary

Description	Yield EUR	Exp EUR
Metamaterials Congress 2023	227.755,00	86.683,42
Metamaterials Congress 2022	9.471,41	1.600,00
Membership fees 2023	16.190,00	-
H2020 Pulse	220.312,50	61.197,91
Personnel costs	-	48.071,49
Insurance-pension personnel costs	-	36.920,47
Executive Director	-	6.710,45
Book-keeping	-	27.902,16
Travel expenses	-	544,00
Consumables	-	1.545,59
Internet services	-	2.595,21
Other	-	-
Roma Tre contract	-	-
Advertising	-	-
Bank fees	577,87	246,16
Paypal Fees	73,31	6.250,00
Taxes	-	74,80
<b>Total</b>	<b>474.380,09</b>	<b>280.341,66</b>
<i>Surplus/deficit EUR</i>		<b>194.038,43</b>

EXPECTED ASSETS @ 31.12.2023	
Bank Account	537.923,71
Prepaid Credit Card	629,89
Paypal account EUR	2.854,96
Cash	243,27
<b>Total EUR</b>	<b>541.651,83</b>

DR  
ABR

# ANNEX IV

## Provisional budget and assets 2024 - Summary

Description	Yeld EUR	Exp EUR
Metamaterials Congress 2024	240.000,00	165.000,00
EUPROMETA Schools	11.000,00	-
H2020 PULSE	-	73.437,50
Membership fees 2023	13.500,00	-
General Assembly	-	-
Personnel costs and ED vouchers/reimbursement	-	40.000,00
Insurance-pension personnel costs	-	35.000,00
Book-keeping	-	15.000,00
Travel expenses	-	-
Consumables	-	500,00
Internet services	-	1.500,00
Other	-	-
Roma Tre Contract	-	-
Advertising	-	-
Interest yields	-	-
Bank fees	-	500,00
Paypal Fees	-	6.000,00
Taxes	-	1.000,00
<b>Total</b>	<b>264.500,00</b>	<b>337.937,50</b>

PROVISIONAL ASSETS @ 31.12.2024	
Bank Account	464.486,21
Prepaid Credit Card	629,89
Paypal account EUR	2.854,96
Cash	243,27
<b>Total EUR</b>	<b>468.214,33</b>

  
  
