



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

Tuesday, 24 December 2024

MINUTES

| | |
|-----------------------|--------------------|
| Meeting place: | Electronic meeting |
| Meeting date: | 24 December 2024 |
| Meeting time: | ---- |

| 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 | <i>Director</i> | ✓ | | |

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

AGENDA

1. Discussion and approval of the Budgets
 - a. Final Budget 2023
 - b. Expected Budget 2024
 - c. Provisional Budget 2025
2. Any other business



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Meeting Minutes

1. Discussion and approval of the Budgets

On 24.12.2024, 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 2023 (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 final approval.

Any other business

There are no other businesses to discuss.

Rome, 31 December 2024

Dr. Davide Ramaccia
Secretary general

Prof. Filiberto Bilotti
Vice-president

Prof. Andrea Alù
President

[METAMORPHOSE VI] BoD Meeting - Budgets Approval

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

Data mar 24/12/2024 11:37

A kafesaki@iesl.forth.gr <kafesaki@iesl.forth.gr>; mirko.barbuto@unicusano.it <mirko.barbuto@unicusano.it>; Asadchy Viktar <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 (433 KB)

2024 Expected budget and assets.pdf; 2025 Provisional budget and assets.pdf; 2023_Final budget and assets_to be signed.pdf;

Dear Directors,

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 2023
- Expected Budget 2024
- Provisional Budget 2025

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

For the Final Budget 2023, **please send me back the last page with your digital signature before Dec. 31st, 2024.** 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

Davide Ramaccia, PhD

RomaTre University

Department of Industrial, Electronic and Mechanical Engineering

Via Vito Volterra, 62 - 00146 Rome (IT)

tel. 06.5733-7355

Associate Editor, *IEEE Access*

Technical Moderator, *IEEE TechRxiv*

Secretary General, *METAMORPHOSE VI*



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

BALANCE SHEET PAPER

period

01/01/2023 – 31/12/2023



Final budget and assets 2023 - Summary

| Description | Yeld EUR | Exp EUR |
|---|-------------------|-------------------|
| Metamaterials Congress 2023 | 242.050,38 | 144.120,91 |
| SyMAT Cost Meeting | 6.000,00 | 4.000,00 |
| Metamaterials Congress 2022 | 9.471,41 | 1.600,00 |
| Membership fees 2023 | 16.190,00 | - |
| Horizon Europe – PULSE | 220.312,50 | 24.327,08 |
| General Assembly | - | - |
| Personnel costs and ED vouchers/reimb. | - | 35.001,82 |
| Insurance-pension-taxes personnel costs | - | 51.679,31 |
| Book-keeping | 2.351,36 | 26.915,28 |
| Travel expenses | - | 544,00 |
| Consumables | - | 1.541,80 |
| Internet services | - | 2.816,22 |
| Other | - | - |
| Roma Tre contract | - | - |
| Advertising | - | - |
| Interest yields | - | - |
| Bank fees | 577,87 | 227,50 |
| Paypal Fees | 99,02 | 6.343,07 |
| Taxes | - | 170,00 |
| Total | 497.052,54 | 299.286,99 |

| PROVISIONAL ASSETS @ 31.12.2023 | |
|--|-------------------|
| Bank Account | 535.422,71 |
| Prepaid Credit Card | 3.129,89 |
| Paypal account EUR | 2.854,96 |
| Cash | 243,27 |
| Total EUR | 541.650,83 |





SIGNATURES OF THE BOARD OF DIRECTORS



Prof. Andrea Alù
Chairman
VI President



Prof. Filiberto Bilotti
Co-Chairman
VI Vice-President



Dr. Davide Ramaccia
Member / Secretary
VI Secretary

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

Prof. Dorota Pawlak
Member
VI Director



Dr. Viktor Asadchy
Member
VI Director



Prof. Maria Kafesaki
Member
VI Director



Prof. Mirko Barbuto
Member
VI Director

Expected budget and assets 2024 - Summary

| Description | Yeld EUR | Exp EUR |
|---|-------------------|-------------------|
| Metamaterials Congress 2024 | 244.245,73 | 142.438,89 |
| Membership fees 2024 | 11.300,00 | - |
| Horizon Europe – PULSE | 29.375,00 | 43.966,19 |
| General Assembly | - | - |
| Personnel costs and ED vouchers/reimb. | - | 40.606,80 |
| Insurance-pension-taxes personnel costs | - | 72.759,33 |
| Book-keeping | - | 31.878,96 |
| Travel expenses | - | - |
| Consumables | - | 3.935,49 |
| Internet services | - | 3.469,15 |
| Other | - | - |
| Roma Tre contract | - | - |
| Advertising | - | - |
| Interest yields | 10.338,11 | 83,00 |
| Bank fees | - | 83,30 |
| Paypal Fees | 63,48 | 6.455,84 |
| Taxes | - | 187,16 |
| Total | 295.322,32 | 345.864,11 |

| PROVISIONAL ASSETS @ 31.12.2024 | |
|---------------------------------|-------------------|
| Bank Account | 485.731,35 |
| Prepaid Credit Card | 2.836,62 |
| Paypal account EUR | 2.297,80 |
| Cash | 243,27 |
| Total EUR | 491.109,04 |





Provisional budget and assets 2025 - Summary

| Description | Yeld EUR | Exp EUR |
|---|-------------------|-------------------|
| Metamaterials Congress 2025 | 290.000,00 | 230.000,00 |
| EUPROMETA Schools | - | - |
| Horizon Europe – PULSE | - | 44.000,00 |
| Membership fees 2025 | 13.000,00 | - |
| General Assembly | - | - |
| Personnel costs and ED vouchers/reimbursement | - | 38.000,00 |
| Insurance-pension-taxes personnel costs | - | 72.000,00 |
| Book-keeping | - | 30.000,00 |
| Travel expenses | - | - |
| Consumables | - | 1.000,00 |
| Internet services | - | 4.000,00 |
| Other | - | - |
| Roma Tre Contract | - | - |
| Advertising | - | - |
| Interest yields | - | - |
| Bank fees | | 100,00 |
| Paypal Fees | | 6.500,00 |
| Taxes | | 1.000,00 |
| Total | 383.000,00 | 426.600,00 |

| PROVISIONAL ASSETS @ 31.12.2025 | |
|---------------------------------|-------------------|
| Bank Account | 442.131,35 |
| Prepaid Credit Card | 2.836,62 |
| Paypal account EUR | 2.297,80 |
| Cash | 243,27 |
| Total EUR | 447.509,04 |



