



Virtual Institute for Advanced Electromagnetic Materials and Metamaterials
METAMORPHOSE VI

Minutes of the General Assembly
05.12.2013

Place: Via E-mail.

Dates: 05.12.2013 - 09.12.2013.

Recorder of Minutes: Prof. Filiberto Bilotti, VI President, Rome, Italy

Agenda

The General Assembly has been called only to approve the following items:

- Final Budget 2012
- Expected Budget 2013
- Provisional Budget 2014

I. Voting call

On 05.12.2013 Prof. F. Bilotti (VI President) sent an email to the 23 Institutional Members of the Association 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.

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

Data: giovedì 5 dicembre 2013 11:01

A: "andrey.osipov@dlr.de" <andrey.osipov@dlr.de>, "alain.priou@u-paris10.fr" <alain.priou@u-paris10.fr>, <a.schuchinsky@ee.qub.ac.uk>, "arkadi.chipouline@uni-jena.de" <arkadi.chipouline@uni-jena.de>, "Andre.delustrac@ief.u-psud.fr" <Andre.delustrac@ief.u-psud.fr>, "concita.sibilia@uniroma1.it" <concita.sibilia@uniroma1.it>, "Craeye@tele.ucl.ac.be" <Craeye@tele.ucl.ac.be>, "Dorota.Anna.Pawlak@gmail.com" <Dorota.Anna.Pawlak@gmail.com>, "ferran.martin@uab.es" <ferran.martin@uab.es>, "frederique.gadot@ief.u-psud.fr" <frederique.gadot@ief.u-psud.fr>, "frezza@die.uniroma1.it" <frezza@die.uniroma1.it>, "isabelle.huynen@uclouvain.be" <isabelle.huynen@uclouvain.be>, <J.C.Vardaxoglou@lboro.ac.uk>, "j.A.Flint@lboro.ac.uk" <j.A.Flint@lboro.ac.uk>, "ibvendik@rambler.ru" <ibvendik@rambler.ru>, <kafesaki@iesl.forth.gr>, "matteo.albani@dii.unisi.it" <matteo.albani@dii.unisi.it>, "n.i.zheludev@soton.ac.uk" <n.i.zheludev@soton.ac.uk>, "njohnson@elec.gla.ac.uk" <njohnson@elec.gla.ac.uk>, "peter.haring@uni-siegen.de" <peter.haring@uni-siegen.de>, "ramon@unavarra.es" <ramon@unavarra.es>, <carsten.rockstuhl@uni-jena.de>, "soukoulis@ameslab.gov" <soukoulis@ameslab.gov>, "tszoplik@mimuw.edu.pl" <tszoplik@mimuw.edu.pl>, "said.zouhdi@supelec.fr" <said.zouhdi@supelec.fr>, "y.hao@elec.qmul.ac.uk" <y.hao@elec.qmul.ac.uk>, "g.goussetis@ecit.qub.ac.uk" <g.goussetis@ecit.qub.ac.uk>, <macis@dii.unisi.it>, <andrea.massa@ing.unitn.it>

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

Oggetto: METAMORPHOSE GA - Vote is needed - Budget approval

Dear VI Institutional Members,

the Board of Directors has unanimously approved:

1. The final Budget 2012
2. The expected Budget 2013
3. The provisional Budget 2014

The tables approved are in the attached files.

According to our Constitution, now, the General Assembly (i.e. each of you) has to express the vote on the three items above. Please, reply to this email with YES or NO for each of the three individual items.

Many thanks. Best wishes,
Filiberto

II. Voting results

VI President got the following votes:

1. *Aalto*: "YES"
2. *UCL* "YES"
3. *UoS* "YES"
4. *FSU* "YES"
5. *UPNA* *vote not received*
6. *UGlas* "YES"
7. *ETU* "YES"
8. *FORTH* "YES"
9. *WU* "YES"
10. *RomaTre* "YES"
11. *Lough* "YES"
12. *UNISI* "YES"
13. *QUB* "YES"
14. *UPS* "YES"
15. *UAB* "YES"
16. *ITME* "YES"
17. *Siegen* *vote not received*
18. *DLR* "YES"
19. *ENEUR* "YES"
20. *DIE* "YES"
21. *GEA* "YES"
22. *QMUL* *vote not received*
23. *UniTN* "YES"

Final results

Received votes: 20

"YES" votes received: 20

"NO" votes received: 0

III. Decision taken

The General Assembly has approved:

- The final budget 2012 reported in Annex I
- The expected budget 2013 reported in Annex II
- The provisional budget 2014 reported in Annex III

Rome, December 9th, 2013

Prof. Filiberto Bilotti
President of the METAMORPHOSE VI



Annex I - Final budget and current assets 2012 - Summary

FINAL BUDGET 2012		
Description	Yield	Expenses
Metamaterials Congress 2012	115276,82	59211,00
20th School	9900,00	400,00
ECONAM project	38526,98	0,00
NANOGOLD project	0,00	21722,12
Membership fees	18610,00	
Personnel costs		25856,70
Aalto contract		46056,06
Travel expenses		3538,84
Advertising		2460,21
Other (supplies, insurance, etc.)		3346,59
Interest yields	263,49	
Other financing costs		1726,76
Total	182577,29	164318,28
Surplus/deficit	18259,01	

CURRENT ASSETS @ 31.12.2012	
Adjusting entries for assets	150,91
Cash	2,05
Cheque account	111061,28
Deposit account	5050,33
Investment account	31291,14
Total	147555,71

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Annex II - Expected budget and assets 2013 - Summary

EXPECTED BUDGET 2013		
Description	Yield	Expenses
Metamaterials Congress 2012	7701,02	8190,76
20th School - UCL	0,00	5525,71
NANOGOLD	13343,61	0,00
Metamaterials Congress 2013	172904,97	93572,79
22nd School - Glasgow	21071,38	18822,00
24th School - Rome	659,20	0,00
Course European Patent Office	3343,45	
Membership fees	9287,93	
Personnel costs		19135,17
Aalto contract		54618,52
Roma Tre contract		7500,00
Travel expenses		2695,76
Advertising		0,00
Insurance-pension personnel costs		6924,48
Book-keeping		5000,00
Other (scanning company, FedEx, etc.)		4327,96
Interest yields	86,00	
Bank fees		1000,00
Total	228397,56	227313,15
Surplus/deficit	1084,41	

Note: cells in green are expectations, while cells not in green represent actual income or expenses.

EXPECTED ASSETS @ 31.12.2013	
Adjusting entries for assets	0,00
Cash	1349,63
Cheque account	114058,69
Deposit account	1856,00
Investment account	31375,80
Total	148640,12

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Annex III – Provisional budget and assets 2014 - Summary

PROVISIONAL BUDGET 2014		
Description	Yield	Expenses
Metamaterials Congress 2014	120000,00	100000,00
24th School - Rome	8000,00	8000,00
26th School - Jena	8000,00	8000,00
Membership fees	24000,00	
Personnel costs		17600,00
Roma Tre contract		5000,00
Travel expenses		2000,00
Advertising		0,00
Insurance-pension personnel costs		12400,00
Book-keeping		3000,00
Other (consumables, etc.)		3000,00
Interest yields	0,00	
Bank fees		1000,00
Total	160000,00	160000,00
Surplus/deficit	0,00	

EXPECTED ASSETS @ 31.12.2014	
Adjusting entries for assets	0,00
Cash	1349,63
Cheque account	114058,69
Deposit account	1856,00
Investment account	31375,80
Total	148640,12

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