



Minutes of the General Assembly  
04.11.2014

**Place:** Via E-mail.

**Dates:** 04.11.2014 - 05.11.2014.

**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 2013
- Expected Budget 2014
- Provisional Budget 2015

### I. Voting call

On 04.11.2014 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:** martedì 4 novembre 2014 16:24

**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>, "tszopluk@mimuw.edu.pl" <tszopluk@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 2013
2. The expected Budget 2014
3. The provisional Budget 2015

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:

#	<i>Institution</i>	<i>Vote 1</i>	<i>Vote 2</i>	<i>Vote 3</i>
01	<i>Aalto</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
02	<i>UCL</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
03	<i>UoS</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
04	<i>FSU</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
05	<i>UPNA</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
06	<i>UGlas</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
07	<i>ETU</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
08	<i>FORTH</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
09	<i>WU</i>	<i>not received</i>	<i>not received</i>	<i>not received</i>
10	<i>RomaTre</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
11	<i>Lough</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
12	<i>UNISI</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
13	<i>QUB</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
14	<i>UPS</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
15	<i>UAB</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
16	<i>ITME</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
17	<i>Siegen</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
18	<i>DLR</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
19	<i>ENEUR</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
20	<i>DIE</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
21	<i>GEA</i>	<i>not received</i>	<i>not received</i>	<i>not received</i>
22	<i>QMUL</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
23	<i>UniTN</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>

## Final results

Received votes: 21

“YES” votes received: 21

"NO" votes received: 0

## III. Decision taken

**The General Assembly has approved:**

- **The final budget 2013 reported in Annex I**
- **The expected budget 2014 reported in Annex II**
- **The provisional budget 2015 reported in Annex III**

Rome, November 5th, 2014

Prof. Filiberto Bilotti  
President of the METAMORPHOSE VI



## Annex I – Final budget and current assets 2013 - Summary

<b>FINAL BUDGET 2013</b>		
<b>Description</b>	<b>Yield</b>	<b>Expenses</b>
Metamaterials Congress 2012	7701,02	8190,76
20th School - UCL		5525,71
NANOGOLD	13343,61	
Metamaterials Congress 2013	172906,89	91645,49
22nd School - Glasgow	22120,00	19070,37
24th School - Rome	2742,70	
Course European Patent Office	3343,45	
Membership fees	9550,00	
Personnel costs		18185,17
Aalto contract		54618,52
Roma Tre contract		7500,00
Travel expenses		2695,76
Taxes		327,40
Insurance-pension personnel costs	36,76	6248,24
Book-keeping		1819,08
Other (scanning company, FedEx, etc.)		2997,56
Internet services		1786,97
Bank fees	12,56	3541,56
<b>Total</b>	<b>231756,99</b>	<b>224152,59</b>
<b>Surplus/deficit</b>	<b>7604,40</b>	

<b>CURRENT ASSETS @ 31.12.2013</b>	
Cash	1349,63
Cheque account in Finland	93149,51
Cheque account in Italy	19644,81
Deposit account in Finland	5050,33
Debit card in Italy	1830,82
Paypal account in Italy	2709,35
Investment account in Finland	31291,14
<b>Total</b>	<b>155025,59</b>

\*Please note that the voice *Adjusting entries for assets* in budget 2012 was equal to EUR 150,91. This amount of money was not spent in 2012 and expected to be spent in 2013. Of these expected expenses, the total amount actually spent in 2013 was only EUR 16,39 and, thus, EUR 134,52 were not spent. This means that current assets 2013 are equal to current assets 2012 + surplus - EUR 134,52: EUR 147555,71+7604,40-134,52= EUR 155025,59.

## Annex II – Expected budget and assets 2014 - Summary

<b>EXPECTED BUDGET 2014</b>		
<b>Description</b>	<b>Yield</b>	<b>Expenses</b>
Metamaterials Congress 2014	180641,16	87469,78
Metamaterials Congress 2015		224,00
24th School - Rome	8823,20	5636,02
26th School - Jena	10000,00	7000,00
General Assembly		666,30
Membership fees	21387,50	
Personnel costs		20691,92
Roma Tre contract		7500,00
Travel expenses		
Insurance-pension personnel costs	59,69	13480,85
Book-keeping		4383,51
Consumables	96,09	116,38
Other (GoToMeetings, Desk, etc.)		1170,55
Internet services		1570,05
Bank fees	64,05	5081,42
Taxes		270,80
<b>Total</b>	<b>221071,69</b>	<b>155261,58</b>
<b>Surplus/deficit</b>	<b>65810,11</b>	

<b>EXPECTED ASSETS @ 31.12.2014</b>	
Cash	436,02
Cheque account in Italy	210692,90
Debit card in Italy	2435,47
Paypal account in Italy	7271,31
<b>Total</b>	<b>220835,70</b>

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### Annex III – Provisional budget and assets 2015 - Summary

<b>PROVISIONAL BUDGET 2015</b>		
<b>Description</b>	<b>Yield</b>	<b>Expenses</b>
Metamaterials Congress 2015	200000,00	160000,00
27th School	8000,00	6000,00
Membership fees	20000,00	
Personnel costs		21000,00
Roma Tre contract		7500,00
Travel expenses		
Insurance-pension personnel costs		14000,00
Book-keeping		5000,00
Consumables		300,00
Other (GoToMeetings, etc.)		1000,00
Internet services		1600,00
Bank fees		6000,00
Taxes		300,00
<b>Total</b>	<b>228000,00</b>	<b>222700,00</b>
<b>Surplus/deficit</b>	<b>5300,00</b>	

<b>PROVISIONAL ASSETS @ 31.12.2015</b>	
Cash	436,02
Cheque account in Italy	215992,90
Debit card in Italy	2435,47
Paypal account in Italy	7271,31
<b>Total</b>	<b>226135,70</b>

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