



Virtual Institute for Advanced Electromagnetic Materials and Metamaterials
METAMORPHOSE VI

Minutes of the General Assembly
26.12.2015

Place: Via E-mail.

Dates: 26.12.2015 - 31.12.2015.

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 2014
- Expected Budget 2015
- Provisional Budget 2016

I. Voting call

On 26.12.2015 Prof. F. Bilotti (VI President) sent an email to the 24 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: sabato 26 dicembre 2015 13:20

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

Cc: Davide Ramaccia <davide.ramaccia@uniroma3.it>, Enrico Acciardi <enrico.acciardi@uniroma3.it>, Filiberto Bilotti <filiberto.bilotti@uniroma3.it>

Oggetto: METAMORPHOSE GA - Vote is needed - Budget approval

Dear VI Institutional Members,

the Board of Directors in the physical meeting held in Oxford (during the Metamaterials Congress) has unanimously approved the Final Budget 2014. Enrico Acciardi has also prepared the preliminary (not yet final) budget 2015 and the provisional budget 2016.

I attach here for your approval the following tables:

1. The final Budget 2014
2. The expected Budget 2015
3. The provisional Budget 2016

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.

I take this occasion to wish you all a Happy and Healthy New Year 2016,

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>not received</i>	<i>not received</i>	<i>not received</i>
03	<i>UoS</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>
04	<i>FSU</i>	<i>not received</i>	<i>not received</i>	<i>not received</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>not received</i>	<i>not received</i>	<i>not received</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>
24	<i>UniVPM</i>	<i>YES</i>	<i>YES</i>	<i>YES</i>

Final results

Received votes: 19

"YES" votes received: 19

"NO" votes received: 0

III. Decision taken

The General Assembly has approved:

- The final budget 2014 reported in Annex I
- The expected budget 2015 reported in Annex II
- The provisional budget 2016 reported in Annex III

Rome, December 31st, 2015

Prof. Filiberto Bilotti
President of the METAMORPHOSE VI

**ANNEX I
METAMORPHOSE VI AISBL
FINAL BUDGET AND ASSETS 2014 - SUMMARY**

FINAL BUDGET 2014		
Description	Yield	Expenses
Metamaterials Congress 2014	177141,16	86769,78
Metamaterials Congress 2015	0,00	224,00
24th School - Rome	8823,20	5646,02
26th School - Jena	14578,00	400,00
27th School - Rome	1300,80	0,00
Membership fees 2014	21337,50	0,00
Membership fees 2015	200,00	0,00
General Assembly	0,00	666,30
Personnel costs	0,00	19299,68
Insurance-pension personnel costs	59,79	15270,24
Book-keeping	0,00	4383,51
Travel expenses	0,00	56,45
Consumables	96,09	150,36
Internet services (1&1)	0,00	1501,51
Internet services (Linode)	0,00	275,79
Other	0,00	1131,39
Roma Tre contract	0,00	7500,00
Interest yields	0,00	0,00
Bank fees	0,00	448,16
Paypal Fees	64,05	4702,54
Taxes	0,00	359,50
Total	223600,59	148785,23
Surplus/deficit	74815,36	
ASSETS @ 31.12.2014		
Bank Account	224919,34	
Prepaid Credit Card	2328,04	
Paypal Account	2246,15	
Cash	436,02	
Total	229929,55	

ANNEX II
METAMORPHOSE VI AISBL
PRELIMINARY BUDGET AND ASSETS 2015

PRELIMINARY BUDGET 2015				
Description	Yeld EUR	Expenses EUR	Yeld GBP	Expenses GBP
Metamaterials Congress 2015	55929,91	171636,11	179550,63	2851,73
26th School Jena	1131,89	1500,00	0,00	0,00
27th School - Rome	5774,50	5412,85	0,00	0,00
29th School Ruka	13295,60	9000,00	0,00	0,00
Membership fees 2015	9174,61	180,00	0,00	0,00
Personnel costs	0,00	23696,02	0,00	0,00
Insurance-pension	0,00	14825,30	0,00	0,00
Book-keeping	0,00	7919,70	0,00	0,00
Travel expenses	0,00	0,00	0,00	0,00
Consumables	0,00	669,90	1,00	0,00
Internet services (1&1)	0,00	202,96	0,00	1126,22
Internet services (Linode)	0,00	331,92	0,00	0,00
Other	6161,86	0,00	0,00	0,00
Roma Tre Contract	0,00	10000,00	0,00	0,00
Interest yields	0,00	0,00	0,00	0,00
Bank fees	0,00	712,98	0,00	0,00
Paypal fees	3,33	600,13	79,77	4915,04
Taxes	0,00	1779,80	0,00	0,00
Total	91471,70	248467,67	179631,40	8892,99

ASSETS @ 31.12.2015	
Bank Account (EUR)	305249,60
Prepaid Credit Card (EUR)	1347,61
Paypal Account (EUR)	2000,00
Paypal Account (GBP)	3594,85
Cash EUR	272,27
Total EUR	308869,48
Total GBP	3594,85

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**ANNEX III
METAMORPHOSE VI AISBL
PROVISIONAL BUDGET AND ASSETS 2016**

PROVISIONAL BUDGET 2016		
Description	Yield	Expenses
Metamaterials Congress 2016	230000	175000
31st School	8000	6000
Membership fees	9000	
Personnel costs		23000
Roma Tre contract		10000
Travel expenses		
Insurance-pension personnel costs		15000
Book-keeping		7900
Consumables		300
Other (GoToMeetings, etc.)		1000
Internet services		1600
Bank fees		6000
Taxes		1200
Total	247000	247000
Surplus/deficit		-

PROVISIONAL ASSETS @ 31.12.2015	
Bank Account EUR	305249,60
Prepaid Credit Card EUR	1347,61
Paypal Account EUR	2000,00
Paypal Account GBP	3594,85
Cash EUR	272,27
Total EUR	308869,48
Total GBP	3594,85