



GENERAL ASSEMBLY MEETING

Thursday, 29 December 2016

MINUTES

Meeting place:	Online Meeting
Meeting date:	29 December 2016
Meeting time:	10:00 am

Attendees	Institutional Representative	Present
Aalto	<i>Prof. Sergei Tretyakov</i>	X
UCL	<i>Prof. Isabelle Huynen</i> <i>Prof. Christophe Craeye</i>	X
UoS	<i>Prof. Nikolay Zheludev</i>	--
UniTN	<i>Prof. Andrea Massa</i>	X
UPNA	<i>Prof. Ramon Gonzalo</i>	X
UGLAS	<i>Prof. Nigel Johnson</i>	X
ETU	<i>Prof. Irina Vendik</i>	X
FORTH	<i>Prof. Maria Kafesaki</i>	X
WU	<i>Prof. Tomasz Szoplik</i>	--
RomaTre	<i>Prof. Filiberto Bilotti</i>	X
LOUGH	<i>Prof. J.C. Vardaxoglou</i>	X
UNISI	<i>Prof. Stefano Maci</i>	X
QUB	<i>Prof. Alex Schuchinsky</i>	X
UPS	<i>Prof. André de Lustrac</i>	X
UAB	<i>Prof. Ferran Martin</i>	X
ITME	<i>Prof. Dorota Pawlak</i>	X
SIEGEN	<i>Prof. Peter Haring-Bolivar</i>	X
FSU	<i>Prof. Thomas Persch</i>	X
QMUL	<i>Prof. Yang Hao</i>	X
GEA	<i>Prof. Alain Priou</i>	--
DLR	<i>Dr. Andrey Osipov</i>	X
SBAI	<i>Prof. Concita Sibilica</i>	X
DIET	<i>Prof. Fabrizio Frezza</i>	X
UNIVPM	<i>Prof. Luca Pierantoni</i>	X
ITMO	<i>Prof. Pavel Belov</i>	--

Meeting chaired by:	<i>Prof. Filiberto Bilotti – President</i>
Meeting minutes kept by:	<i>Dr. Davide Ramaccia – Secretary general</i>

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AGENDA

1. Approval of the Budgets
 - a. Final Budget 2015
 - b. Expected Budget 2016
 - c. Provisional Budget 2017
2. Any other business.

Meeting Minutes

1. Approval of the Budget

On 29.12.2016, Dr. Davide Ramaccia (Secretary General) sent an email to the 25 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.

Oggetto: GA METAMORPHOSE BUDGET

Mittente: Davide Ramaccia <secretary@metamorphose-vi.org>

Data: 29/12/2016 10:00

A: Sergei Tretyakov <sergei.tretyakov@aalto.fi>, Craeye@tele.ucl.ac.be, n.i.zheludev@soton.ac.uk, Andrea Massa <andrea.massa@unitn.it>, ramon@unavarra.es, njohnson@elec.gla.ac.uk, ibvendik@rambler.ru, Maria Kafesaki <kafesaki@iesl.forth.gr>, tszoplik@mimuw.edu.pl, Yiannis Vardaxoglou <J.C.Vardaxoglou@lboro.ac.uk>, Alex Schuchinsky <a.g.schuchinsky@gmail.com>, Andre.delustrac@ief.u-psud.fr, Ferran Martín <ferran.martin@uab.cat>, Dorota.Anna.Pawlak@gmail.com, peter.haring@uni-siegen.de, thomas.pertsch@uni-jena.de, Yang Hao <y.hao@qmul.ac.uk>, alain.priou@u-paris10.fr, andrey.osipov@dlr.de, concita.sibilia@uniroma1.it, frezza@die.uniroma1.it, luca.pierantoni@univpm.it, Pavel Belov <belov@phoi.ifmo.ru>, bilot @uniroma3.it, Stefano Maci <macis@dii.unisi.it>

CC: Enrico Acciardi <enrico.acciardi@uniroma3.it>

Dear VI Institutional Members,

the Board of Directors in the physical meeting held in Chania (during the Metamaterials Congress) has unanimously approved the Final Budget 2015. Enrico Acciardi has also prepared the preliminary (not yet final) budget 2016 and the provisional budget 2017.

I attach here for your approval the following tables:

1. The final Budget 2015
2. The expected Budget 2016
3. The provisional Budget 2017

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 2017,

Davide

The Secretary Office got the following votes:

Institution	Vote 1	Vote 2	Vote 3
Aalto	YES	YES	YES
UCL	YES	YES	YES
UoS	<i>Not received</i>	Not received	Not received
UniTN	YES	YES	YES
UPNA	YES	YES	YES
UGLAS	YES	YES	YES
ETU	YES	YES	YES
FORTH	YES	YES	YES
WU	<i>Not received</i>	Not received	Not received
RomaTre	YES	YES	YES
LOUGH	YES	YES	YES
UNISI	YES	YES	YES
QUB	YES	YES	YES
UPS	YES	YES	YES
UAB	YES	YES	YES
ITME	YES	YES	YES
SIEGEN	YES	YES	YES
FSU	YES	YES	YES
QMUL	YES	YES	YES
GEA	<i>Not received</i>	Not received	Not received
DLR	YES	YES	YES
SBAI	YES	YES	YES
DIET	YES	YES	YES
UNIVPM	YES	YES	YES
ITMO	<i>Not received</i>	Not received	Not received

According to the voting results, the General Assembly has approved:

- The final budget 2015 reported in Annex I
- The expected budget 2016 reported in Annex II
- The provisional budget 2017 reported in Annex III

2. Any other business

There are no other businesses to discuss.

Rome, 31 December 2016

Dr. Davide Ramaccia
 Secretary of ROMA TRE Office



Prof. Filiberto Bilotti
 President



Annex I

VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC
MATERIALS AND METAMATERIALS

BALANCE SHEET PAPER

period

01/01/2015 – 31/12/2015

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METAMORPHOSE VIAISBL – FINAL BUDGET 2015

Description	Yield				Expenses				Yield EUR	Exp EUR	Yield GBP	Exp GBP	
	CC		PP		Prossima	CC	PP						Cash
	Prossima	CC	PP EUR	PP GBP			PP EUR	PP GBP					
Metamaterials Congress 2015	55929,91	0,00	0,00	179550,63	0,00	169669,14	2420,91	0,00	2851,73	96,38	172186,43	2851,73	
Metamaterials Congress 2016	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
26th School Jena	1131,89	0,00	0,00	0,00	0,00	1500,00	0,00	0,00	0,00	0,00	1500,00	0,00	
27th School - Rome	1842,90	0,00	3831,60	0,00	100,00	5238,83	0,00	6,65	0,00	167,37	5412,85	0,00	
29th School Ruka	7949,90	0,00	5345,70	0,00	0,00	1314,00	0,00	0,00	0,00	0,00	1314,00	0,00	
Membership fees 2015	7264,61	0,00	1910,00	0,00	0,00	0,00	0,00	180,00	0,00	0,00	180,00	0,00	
Membership fees 2016	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
General Assembly	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Personnel costs	0,00	0,00	0,00	0,00	0,00	21696,02	0,00	0,00	0,00	0,00	21696,02	0,00	
Insurance-pension personnel	0,00	0,00	0,00	0,00	0,00	12825,30	0,00	0,00	0,00	0,00	12825,30	0,00	
Book-keeping	0,00	0,00	0,00	0,00	0,00	7319,70	0,00	0,00	0,00	0,00	7319,70	0,00	
Travel expenses	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Consumables	0,00	0,00	0,00	1,00	0,00	0,00	669,90	0,00	0,00	0,00	669,90	1,00	
Internet services (1&1)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	202,96	1016,17	0,00	202,96	1016,17	
Internet services (Linode)	0,00	0,00	0,00	0,00	0,00	0,00	330,80	0,00	0,00	0,00	330,80	0,00	
Other	6161,86	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	6161,86	0,00	
Roma Tre contract	0,00	0,00	0,00	0,00	0,00	10000,00	0,00	0,00	0,00	0,00	10000,00	0,00	
Advertising	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Interest yields	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Bank fees	0,00	0,00	0,00	0,00	0,00	592,08	26,40	0,00	0,00	0,00	618,48	0,00	
Paypal Fees	0,00	0,00	3,33	79,77	0,00	0,00	0,00	600,13	4915,04	0,00	600,13	4915,04	
Taxes	0,00	0,00	0,00	0,00	0,00	1753,00	24,00	0,00	0,00	0,00	1777,00	0,00	
Total	80281,07	0,00	11090,63	179631,40	100,00	231908,07	3472,01	989,74	8782,94	263,75	236633,57	179631,40	

ASSETS @ 31.12.2015

Bank Account EUR	308699,28
Prepaid Credit Card EUR	1356,03
Paypal Account EUR	2000,00
Paypal Account GBP	3704,90
Cash EUR	272,27
Total EUR	312327,58
Total GBP	3704,90



SIGNATURES OF THE BOARD OF DIRECTORS

Prof. Filiberto Bilotti
Chairman
VI President, Roma Tre, Italy



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



Dr. Dorota Pawlak
Member
VI Director, ITME, Poland



Prof. Sergei Tretyakov
Member
VI Director, Aalto, Finland



Prof. Maria Kafesaki
Member
VI Director, FORTH, Greece



Prof. Alex Schuchinsky
Member
VI Director, QUB, UK



Expected budget and assets 2016 - Summary Annex II

Description	Yeld EUR	Exp EUR	Yeld GBP	Exp GBP
Metamaterials Congress 2016	186107,46	102448,84	0,00	0,00
Metamaterials Congress 2017	0,00	0,00	0,00	0,00
30th School Karlsruhe	927,00	2982,38	0,00	0,00
27th School - Rome	0,00	0,00	0,00	0,00
29th School Ruka	0,00	8571,43	0,00	0,00
31st School Saint Petersburg	3553,50	0,00	0,00	0,00
Membership fees 2015	0,00	0,00	0,00	0,00
Membership fees 2016	4815,00	0,00	0,00	0,00
Membership fees 2017	800,00	0,00	0,00	0,00
H2020 Nanoarchitectronics	0,00	751,04	0,00	0,00
General Assembly	0,00	0,00	0,00	0,00
Personnel costs	0,00	26801,48	0,00	0,00
Insurance-pension personnel costs	0,00	15156,98	0,00	0,00
Book-keeping	0,00	8243,54	0,00	0,00
Travel expenses	0,00	0,00	0,00	0,00
Consumables	0,00	455,00	0,00	0,00
Internet services (1&1)	0,00	0,00	0,00	1168,68
Internet services (Linode)	0,00	248,49	0,00	0,00
Internet services (GoToCitrix)	0,00	0,00	0,00	0,00
Other	0,00	150,00	0,00	0,00
Roma Tre contract	0,00	10000,00	0,00	0,00
Advertising	0,00	0,00	0,00	0,00
Interest yields	0,00	0,00	0,00	0,00
Bank fees	0,00	229,88	0,00	0,00
Paypal Fees	60,78	4232,17	0,00	0,00
Taxes	0,00	7382,60	0,00	0,00
Total	196263,74	187653,83	0,00	1168,68

EXPECTED ASSETS @ 31.12.2016	
Bank Account	304694,50
Prepaid Credit Card	2998,40
Paypal Account	12547,48
Paypal Account GBP	2536,22
Cash EUR	243,27
Cash GBP	0,00

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Provisional budget and assets 2017 - Summary

PROVISIONAL BUDGET 2017		
Description	Yield	Expenses
Metamaterials Congress 2017	170000,00	130000,00
Schools	8000,00	5000,00
Membership fees	24000,00	
Personnel costs		30000,00
Roma Tre contract		10000,00
Travel expenses		
Insurance-pension personnel costs		15000,00
Book-keeping		8000,00
Consumables		500,00
Other (GoToMeetings, etc.)		1000,00
Internet services		1500,00
Bank fees		500,00
Taxes		500,00
Total	202000,00	202000,00
Surplus/deficit	0,00	

PROVISIONAL ASSETS @ 31.12.2017	
Bank Account	304694,50
Prepaid Credit Card	2998,40
Paypal Account	12547,48
Paypal Account GBP	2536,22
Cash EUR	243,27
Cash GBP	0,00

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