



## GENERAL ASSEMBLY MEETING

Friday, 28 December 2018

### MINUTES

<b>Meeting place:</b>	Online Meeting
<b>Meeting date:</b>	28 December 2018
<b>Meeting time:</b>	12:00 am

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

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

DR  
1 JPR

## AGENDA

1. Approval of the Budgets
  - a. Final Budget 2017
  - b. Expected Budget 2018
  - c. Provisional Budget 2019
2. Change of the Institutional Membership scheme
3. Any other business.

## Meeting Minutes

### 1. Approval of the Budget

On 28.12.2018, the Secretary general Dr. Davide Ramaccia sent an email to the Institutional Member coordinators (ANNEX I) 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:

Institution	Annex 1	Annex 2	Annex 3
Aalto	YES	YES	YES
UCL	N.A.	N.A.	N.A.
UoS	N.A.	N.A.	N.A.
UniTN	YES	YES	YES
UPNA	YES	YES	YES
UGLAS	YES	YES	YES
ETU	YES	YES	YES
FORTH	YES	YES	YES
WU	N.A.	N.A.	N.A.
RomaTre	YES	YES	YES
LOUGH	YES	YES	YES
UNISI	YES	YES	YES
QUB	N.A.	N.A.	N.A.
UPS	YES	YES	YES
UAB	YES	YES	YES
ITME	YES	YES	YES
SIEGEN	YES	YES	YES
FSU	N.A.	N.A.	N.A.
QMUL	YES	YES	YES
GEA	YES	YES	YES
DLR	YES	YES	YES
SBAI	YES	YES	YES
DIET	YES	YES	YES
UNIVPM	YES	YES	YES
ITMO	N.A.	N.A.	N.A.
Photinit CUNY	YES	YES	YES



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

- The final budget 2017 reported in Annex II
- The expected budget 2018 reported in Annex III
- The provisional budget 2019 reported in Annex IV

## 2. Change of the Institutional Membership scheme

The Secretary general Dr. Davide Ramaccia informs the Institutional member coordinators that recently some of you have requested the possibility to drop the Institutional Membership Fee because in case of a few researchers involved in metamaterials research, the amount of the discounts for attending the Congress and the School, though rather significant, does not compensate the current Institutional Membership Fee (800 Euro/year). The BoD has discussed the issue and found that this is a reasonable request. Therefore, the following new membership scheme, compatible with the Association Constitution (artt. 3.1.8 and 3.2.8), has been elaborated and proposed:

- Institutional Membership Fee becomes optional (i.e. any institution will check if it is convenient or not to pay 800 Euro per year to have an unlimited number of discounted fees for attending the Congress and the Schools and will pay the fee or not, accordingly);
- researchers from Institutional Members not paying the Institutional Member Fee are no more entitled to get the discounted rate when attending the Congress and the Schools and, thus, they must pay the Personal Membership Fee to get the discounted rates.

It has been also checked that this change will not affect the finances of the Association and it is intended that the new scheme will leave unchanged the rights of the Institutional Members: they can still participate to EU projects, have voting right in the General Assembly, be elected within the Board of Directors or as the President, etc.

3



**Virtual Institute for Artificial Electromagnetic Materials and Metamaterials  
METAMORPHOSE VI AISBL**

Operational office:

"Roma Tre" University – Dept. of Engineering – Via Vito Volterra 62 – 00146 – Rome – Italy

The Secretary Office got the following votes:

<b>Institution</b>	<b>Vote</b>
Aalto	YES
UCL	N.A.
UoS	N.A.
UniTN	YES
UPNA	YES
UGLAS	YES
ETU	YES
FORTH	YES
WU	N.A.
RomaTre	YES
LOUGH	YES
UNISI	YES
QUB	N.A.
UPS	YES
UAB	YES
ITME	YES
SIEGEN	YES
FSU	N.A.
QMUL	YES
GEA	YES
DLR	YES
SBAI	YES
DIET	YES
UNIVPM	YES
ITMO	N.A.
PhotInit CUNY	YES

According to the voting results, the General Assembly has approved the proposed changes. The new institutional membership fee policy will start to have effect from the solar year 2019.

### **3. Any other business**

There are no other businesses to discuss.

Rome, 21 January 2019

**Dr. Davide Ramaccia**  
*Secretary general*

**Prof. Filiberto Bilotti**  
*President*

**Oggetto:** METAMORPHOSE GA Meeting - Final Budget approval and Memberships

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

**Data:** 28/12/2018, 12:39

**A:** sergei.tretyakov@aalto.fi, Craeye@tele.ucl.ac.be, n.i.zheludev@soton.ac.uk, andrea.massa@unitn.it, ramon@unavarra.es, njohnson@elec.gla.ac.uk, ibvendik@rambler.ru, kafesaki@iesl.forth.gr, tszoplik@mimuw.edu.pl, J.C.Vardaxoglou@lboro.ac.uk, Andre.delustrac@ief.u-psud.fr, ferran.martin@uab.cat, Dorota.Anna.Pawlak@gmail.com, peter.haring@uni-siegen.de, thomas.pertsch@uni-jena.de, y.hao@qmul.ac.uk, andrey.osipov@dlr.de, concita.sibilia@uniroma1.it, frezza@die.uniroma1.it, luca.pierantoni@univpm.it, belov@phoi.ifmo.ru, macis@dii.unisi.it, sburokur@parisnanterre.fr, aalu@gc.cuny.edu

**CC:** filiberto.bilotti@uniroma3.it, davide.ramaccia@uniroma3.it

Dear VI Institutional Member coordinators,

This is for calling an online General Assembly meeting before the end of the solar year 2018. In the following you can find the items to vote.

### ASSOCIATION BUDGETS

The Board of Directors has discussed and approved unanimously the following documents (see attached file):

- Final Budget 2017
- Preliminary (not yet final) budget 2018
- Provisional budget 2019

### INSTITUTIONAL MEMBERSHIP FEE SCHEME

Recently, some of you have requested the possibility to drop the Institutional Membership Fee because in case of a few researchers involved in metamaterials research, the amount of the discounts for attending the Congress and the School, though rather significant, does not compensate the current Institutional Membership Fee (800 Euro/year). The BoD has discussed the issue and found that this is a reasonable request. Therefore, the following new membership scheme, compatible with the Association Constitution (artt. 3.1.8 and 3.2.8), has been elaborated and proposed:

- Institutional Membership Fee becomes optional (i.e. any institution will check if it is convenient or not to pay 800 Euro per year to have an unlimited number of discounted fees for attending the Congress and the Schools and will pay the fee or not, accordingly);
- researchers from Institutional Members not paying the Institutional Member Fee are no more entitled to get the discounted rate when attending the Congress and the Schools and, thus, they must pay the Personal Membership Fee to get the discounted rates.

It has been also checked that this change will not affect the finances of the Association and it is intended that the new scheme will leave unchanged the rights of the Institutional Members: they can still participate to EU projects, have voting right in the General Assembly, be elected within the Board of Directors or as the President, etc.

## FINAL APPROVAL

According to our Constitution, now, the General Assembly (i.e. each of you) has to express the vote on the three budgets and the new membership scheme.

Please, reply to this email with **YES or NO** for each of the four individual items as follows:

- Final Budget 2017 YES/NO
- Preliminary (not yet final) budget 2018 YES/NO
- Provisional budget 2019 YES/NO
- New membership fee scheme YES/NO

Many thanks!

I take this occasion to wish you all an Happy New Year,

-Davide

Allegati:

2018\_11\_29 BoD Meeting Minutes\_Budget Approval (draft).pdf

383 kB



VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC  
MATERIALS AND METAMATERIALS

**BALANCE SHEET PAPER**

period

01/01/2017 – 31/12/2017

A handwritten signature in blue ink, consisting of a stylized 'D' and 'L' followed by a flourish, and a signature below it that appears to be 'DL'.

## Budget and assets 2017 - Summary

## ANNEX II

Description	Yield EUR	Exp EUR	Yield GBP	Exp GBP
Metamaterials Congress 2016	772,50	-	-	-
Metamaterials Congress 2017	211.388,30	101.397,04	-	-
35th School Rome	6.727,20	1.980,28	-	-
33rd School Bordeaux	10.346,40	3.481,87	-	-
IWMbD 2016 Riva del Garda	-	934,46	-	-
Membership fees 2017	8.570,00	-	-	-
H2020 Nanoarchitectonics	67.500,00	11.747,36	-	-
General Assembly	-	-	-	-
Personnel costs	-	33.232,00	-	-
Insurance-pension personnel costs	-	18.343,60	-	-
Book-keeping	-	9.522,71	-	-
Travel expenses	-	-	-	-
Consumables	26,49	4.424,29	-	-
Internet services (1&1)	-	-	-	1.308,45
Internet services (Linode)	-	327,66	-	-
Internet services (GoToCitrix)	-	453,84	-	-
Other	-	-	-	-
Roma Tre contract	-	10.000,00	-	-
Advertising	-	-	-	-
Interest yields	-	-	-	-
Bank fees	-	203,42	-	-
Paypal Fees	121,26	4.738,15	-	-
Taxes	-	1.559,00	-	-
<b>Total</b>	<b>305.452,15</b>	<b>202.345,68</b>	<b>-</b>	<b>1.308,45</b>

<b>ASSETS @ 31.12.2017</b>	
Bank Account	417.955,37
Prepaid Credit Card	2.043,30
Paypal Account	2.000,00
Paypal Account GBP	1.131,45
Cash	243,27
<b>Total EUR</b>	<b>422.241,94</b>
<b>Total GBP</b>	<b>1.131,45</b>

## ANNEX II

### 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. Constantine Simovski  
Member  
VI Director, Aalto, Finland



Prof. Maria Kafesaki  
Member  
VI Director, FORTH, Greece



Prof. Yiannis Vardaxoglou  
Member  
VI Director, LOUGH, UK

Description	Yield EUR	Exp EUR	Yield GBP	Exp GBP
Metamaterials Congress 2018	185560,00	170000,00		
Metamaterials Congress 2017	-	5228,86		
35th School Rome	-	4387,70		
36th School Karlsruhe	20216,10	15317,89		
Metamaterials Congress 2019	-	22000,00		
Membership fees 2018	16000,00	-		
H2020 Nanoarchitectonics	-	55752,64		
General Assembly	-	-		
Personnel costs	-	40000,00		
Insurance-pension personnel costs	-	23000,00		
Book-keeping	-	9520,00		
Travel expenses	77,58	3053,76		
Consumables	-	4500,00		
Internet services (1&1)	-	-		1131,45
Internet services (Linode)	-	330,00		
Internet services (GoToCitrix)	-	454,00		
Other	-	100,00		
Roma Tre contract	-	10000,00		
Advertising	-	-		
Interest yields	-	-		
Bank fees	-	310,00		
Paypal Fees	123,88	4600,00		
Taxes	-	1550,00		
<b>Total</b>	<b>221977,56</b>	<b>370104,85</b>		<b>1131,45</b>

EXPECTED ASSETS @ 31.12.2018	
Bank Account	269828,08
Prepaid Credit Card	2043,30
Paypal account EUR	2000,00
Paypal account GBP	-
Cash	243,27

Provisional budget and assets 2019 - Summary

ANNEX IV

PROVISIONAL BUDGET 2019		
Description	Yield	Expenses
Metamaterials Congress 2019	210000	170000
Schools	30000	17000
Membership fees	20000	
Personnel costs		30000
Roma Tre contract		10000
Travel expenses		3000,00
Insurance-pension personnel costs		15000
Book-keeping		9000
Consumables		5000
Other (GoToMeetings, etc.)		1300
Internet services		1500
Bank fees		200
Taxes		1000
<b>Total</b>	<b>260000</b>	<b>260000</b>
<b>Surplus/deficit</b>		<b>-</b>

PROVISIONAL ASSETS @ 31.12.2019	
Bank Account	269828,08
Prepaid Credit Card	2043,30
Paypal account EUR	2000,00
Paypal account GBP	-
Cash	243,27