



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

GENERAL ASSEMBLY MEETING

Saturday, 28 December 2019

MINUTES

Meeting place:	Online Meeting
Meeting date:	28 December 2019
Meeting time:	---

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. Andrè 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 Sibilila</i>	✓
DIET	<i>Prof. Fabrizio Frezza</i>	✓
UNIVPM	<i>Prof. Luca Pierantoni</i>	✓
ITMO	<i>Prof. Pavel Belov</i>	✓
PhotNit CUNY	<i>Prof. Andrea Alù</i>	✓

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

Alù *FR* *DR*



AGENDA

1. Approval of the Budgets
 - a. Final Budget 2018
 - b. Expected Budget 2019
 - c. Provisional Budget 2020
2. Any other business.

Meeting Minutes

1. Approval of the Budget

On 28.12.2019, 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	YES	YES	YES
UoS	YES	YES	YES
UniTN	YES	YES	YES
UPNA	YES	YES	YES
UGLAS	YES	YES	YES
ETU	YES	YES	YES
FORTH	YES	YES	YES
WU	YES	YES	YES
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	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

Handwritten signatures and initials in blue ink, including a large signature at the top and smaller initials below.

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



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- The final budget 2018 reported in Annex II
- The expected budget 2019 reported in Annex III
- The provisional budget 2020 reported in Annex IV

2. Any other business

There are no other businesses to discuss.

Rome, 24 January 2020

Dr. Davide Ramaccia
Secretary general

Prof. Filiberto Bilotti
Vice-president

Prof. Andrea Alù
President



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ANNEX I

Oggetto: METAMORPHOSE VI General Assembly - Budget Approval

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

Data: 28/12/2019, 14:40

A: sergei.tretyakov@aalto.fi, Craeye@tele.ucl.ac.be, n.i.zheludev@soton.ac.uk, isabelle.huynen@uclouvain.be, andrea.massa@unitn.it, ramon@unavarra.es, njohnson@elec.gla.ac.uk, ibvendik@rambler.ru, tszoplik@mimuw.edu.pl, a.schuchinsky@liverpool.ac.uk, Andre.delustrac@ief.u-psud.fr, ferran.martin@uab.cat, peter.haring@uni-siegen.de, thomas.pertsch@uni-jena.de, y.hao@qmul.ac.uk, sburokur@parisnanterre.fr, andrey.osipov@dlr.de, concita.sibilia@uniroma1.it, frezza@die.uniroma1.it, luca.pierantoni@univpm.it, belov@phoi.ifmo.ru
CC: Filiberto Bilotti <filiberto.bilotti@uniroma3.it>, Dorota.Anna.Pawlak@gmail.com, aalu@gc.cuny.edu, Stefano Maci <macis@dii.unisi.it>, J.C.Vardaxoglou@lboro.ac.uk, kafesaki@iesl.forth.gr

Dear VI Institutional Member coordinators,

This is for calling an online General Assembly meeting before the end of the solar year 2019.

The Board of Directors (in CC) has discussed and approved unanimously the following documents:

- Final Budget 2018
- Expected Budget 2019
- Provisional Budget 2020

Please, find attached the BoD meeting minutes with the approved budgets.

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

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

- Final Budget 2018 YES/NO
- Expected Budget 2019 YES/NO
- Provisional Budget 2020 YES/NO

Many thanks!

We take this occasion to wish you all a Happy New Year,

-Davide

—Allegati:—

2019_09_16_BoD meeting minutes_Budget Approval_signed_full.pdf

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**VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC
MATERIALS AND METAMATERIALS**

BALANCE SHEET PAPER

period

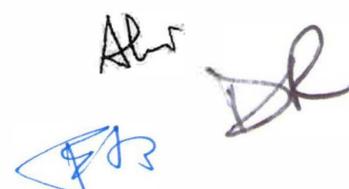
01/01/2018 – 31/12/2018

AP
DR
FR

Final budget and assets 2018 - Summary

Description	Yield EUR	Exp EUR	Yield GBP	Exp GBP
Metamaterials Congress 2018	181.560,00	167.692,58	-	-
Metamaterials Congress 2017	-	5.228,86	-	-
35th School Rome	-	4.387,70	-	-
36th School Karlsruhe	20.216,10	15.317,89	-	-
Metamaterials Congress 2019	-	23.022,65	-	-
Membership fees 2018	5.839,50	-	-	-
H2020 Nanoarchitectonics	9.000,00	30.126,45	-	-
General Assembly	-	-	-	-
Personnel costs	-	54.226,16	-	-
Insurance-pension personnel costs	-	40.804,32	-	-
Book-keeping	-	8.174,19	-	-
Travel expenses	77,58	3.053,76	-	-
Consumables	-	342,10	-	-
Internet services (1&1)	-	283,32	-	1.131,45
Internet services (Linode)	-	311,62	-	-
Internet services (GoToCitrix)	-	453,84	-	-
Other	-	22,99	-	-
Roma Tre contract	-	10.000,00	-	-
Advertising	-	-	-	-
Interest yields	-	-	-	-
Bank fees	-	306,74	-	-
Paypal Fees	123,88	4.552,88	-	-
Taxes	-	744,00	-	-
Total	216.817,06	369.052,05	-	1.131,45

ASSETS @ 31.12.2018	
Bank Account EUR	250.974,57
Prepaid Credit Card EUR	673,10
Paypal Account EUR	18.116,01
Paypal Account GBP	0,00
Cash EUR	243,27
Total EUR	270.006,95
Total GBP	0,00



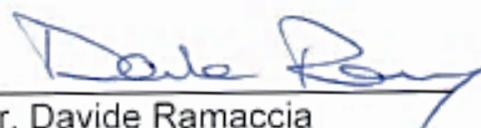
SIGNATURES OF THE BOARD OF DIRECTORS



Prof. Andrea Alù
Chairman
VI President, CUNY-ASRC/CG, USA



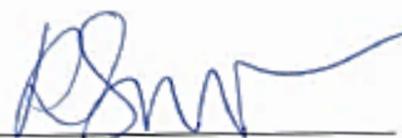
Prof. Filiberto Bilotti
Co-Chairman
VI Vice-President, Roma Tre, Italy



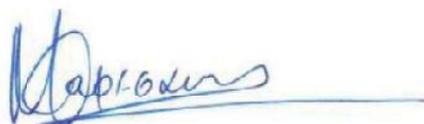
Dr. Davide Ramaccia
Member/Secretary
VI Secretary, Roma Tre, Italy



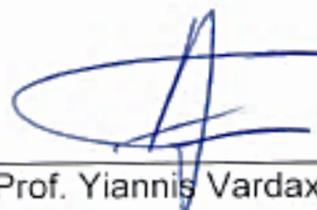
Prof. Dorota Pawlak
Member
VI Director, ITME, Poland



Prof. Constantine Simovski
Member
VI Director, Aalto, Finland



Prof. Maria Kafesaki
Member
VI Director, FORTH, Greece



Prof. Yiannis Vardaxoglou
Member
VI Director, LOUGH, UK

Expected budget and assets 2019 - Summary

EXPECTED BUDGET 2019		
Description	Yield	Expenses
Metamaterials Congress 2018	60582,40	
Metamaterials Congress 2019	185000,00	133245,30
Metamaterials Congress 2020		25000,00
Membership fees 2019	2000,00	
H2020 Nanoarchitectonics	13500,00	559,96
General Assembly		
Personnel costs		43117,25
Insurance-pension personnel costs		21168,98
Book-keeping		15052,91
Travel expenses		2683,53
Consumables		453,64
Internet services		2355,76
Other		
Roma Tre contract		10000,00
Advertising		
Interest yields		
Bank fees		130,90
Paypal Fees		4894,01
Taxes		266,80
Total	259082,40	258929,04
Surplus/deficit		153,36

EXPECTED ASSETS @ 31.12.2019	
Bank Account	265.917,04
Prepaid Credit Card	2000,00
Paypal account EUR	2000,00
Paypal account GBP	-
Cash	243,27





Provisional budget and assets 2020 - Summary

PROVISIONAL BUDGET 2020		
Description	Yield	Expenses
Metamaterials Congress 2020	200000,00	140000,00
Schools	30000,00	17000,00
Membership fees	23000,00	
Personnel costs		39000,00
Roma Tre contract		10000,00
Travel expenses		3000,00
Insurance-pension personnel costs		20000,00
Book-keeping		15000,00
Consumables		1000,00
Other		500,00
Internet services		2000,00
Bank fees		200,00
PayPal fees		4800,00
Taxes		500,00
Total	253000,00	253000,00
Surplus/deficit		-

PROVISIONAL ASSETS @ 31.12.2020	
Bank Account	265.917,04
Prepaid Credit Card	2000,00
Paypal account EUR	2000,00
Paypal account GBP	-
Cash	243,27



