



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

Friday, 30 December 2022

### MINUTES

<b>Meeting place:</b>	Online Meeting
<b>Meeting date:</b>	30 December 2022
<b>Meeting time:</b>	---

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>	✓
KTH	<i>Prof. Oscar Quevedo-Teruel</i>	✓
UniCus	<i>Prof. Mirko Barbuto</i>	✓

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

*Alù* *FR* *DR*



## AGENDA

1. Approval of the Budgets
  - a. Final Budget 2021
  - b. Expected Budget 2022
  - c. Provisional Budget 2023
2. Any other business.

## Meeting Minutes

### 1. Approval of the Budget

On 30.12.2022, 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.

The Secretary Office got the following votes:

Institution	Annex II	Annex III	Annex IV
Aalto	YES	YES	YES
UCL	YES	YES	YES
UoS	----	----	----
UniTN	YES	YES	YES
UPNA	YES	YES	YES
UGLAS	YES	YES	YES
ETU	----	----	----
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	----	----	----
UAB	YES	YES	YES
ITME	YES	YES	YES
SIEGEN	YES	YES	YES
FSU	YES	YES	YES
QMUL	----	----	----
GEA	YES	YES	YES
DLR	YES	YES	YES
SBAI	YES	YES	YES
DIET	YES	YES	YES
UNIVPM	YES	YES	YES
ITMO	YES	YES	YES
PhotInit CUNY	YES	YES	YES
KTH	YES	YES	YES
UniCUS	YES	YES	YES



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

- The final budget 2021 reported in Annex II
- The expected budget 2022 reported in Annex III
- The provisional budget 2023 reported in Annex IV

## **2. Any other business**

There are no other businesses to discuss.

Rome, 31 December 2022

**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 Ramaccia <secretary@metamorphose-vi.org>

**Data:** 30/12/2022, 11:15

**A:** sergei.tretyakov@aalto.fi, 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, luca.pierantoni@univpm.it, belov@phoi.ifmo.ru, Stefano Maci <macis@dii.unisi.it>, Oscar Quevedo Teruel <oscarqt@kth.se>, "belov@metalab.ifmo.ru" <belov@metalab.ifmo.ru>, christophe.craeye@uclouvain.be, Fabrizio Frezza <fabrizio.frezza@uniroma1.it>, J.C.Vardaxoglou@lboro.ac.uk, Dorota.Anna.Pawlak@gmail.com, kafesaki@iesl.forth.gr, Mirko Barbuto <mirko.barbuto@unicusano.it>

**CC:** Filiberto Bilotti <filiberto.bilotti@uniroma3.it>, aalu@gc.cuny.edu, Davide Ramaccia <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 2022.

The Board of Directors has discussed and approved unanimously the Budgets of the Association (attached to this email).

According to our Constitution, 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 2021            YES/NO
- Expected Budget 2022      YES/NO
- Provisional Budget 2023    YES/NO

Many thanks!

We take this occasion to wish you all an Healthy and Happy New Year!

Best wishes,

-Davide

— Allegati: —

2022 Expected budget and assets.pdf	46,6 kB
2023 Provisional budget and assets.pdf	18,9 kB
2021 Final budget and assets_signed.pdf	354 kB

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

**BALANCE SHEET PAPER**

period

01/01/2021 – 31/12/2021

*AP*  
*DR*  
*FR*

## Final budget and assets 2021 - Summary

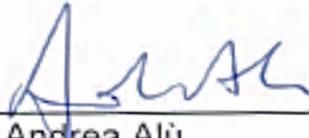
Description	Yeld EUR	Exp EUR
Metamaterials Congress 2021	100.200,82	5.442,88
42 EUPROMETA School	17.534,00	-
Metamaterials Congress 2022	-	-
Membership fees 2021	10.840,00	-
36 EUPROMETA School	504,00	
General Assembly	-	-
Personnel costs, ED vouchers/reimbursement	0,03	38.313,37
Insurance-pension personnel costs	-	18.336,12
Book-keeping	-	19.937,56
Travel expenses	-	230,00
Consumables	-	1.522,57
Internet services	-	2.418,88
Other	-	-
Roma Tre contract	-	-
Advertising	-	-
Interest yields	-	-
Bank fees	-	277,78
Paypal Fees	123,25	2.777,57
Taxes	-	764,10
<b>Total</b>	<b>129.202,10</b>	<b>90.020,83</b>
<i>Surplus</i>		<i>39.181,27</i>

ASSETS @ 31.12.2021	
Bank Account EUR	207.728,03
Prepaid Credit Card EUR	540,78
Paypal Account EUR	63.003,86
Paypal Account GBP	-
Paupal Account USD	-
Cash EUR	243,27
<b>Total EUR</b>	<b>271.515,94</b>



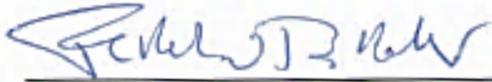


## SIGNATURES OF THE BOARD OF DIRECTORS



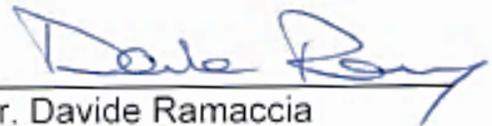
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Prof. Andrea Alù  
Chairman  
VI President, CUNY-ASRC/CG, USA



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



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



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Prof. Dorota Pawlak  
Member  
VI Director, ITME, Poland



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Prof. Constantine Simovski  
Member  
VI Director, Aalto, Finland



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Prof. Maria Kafesaki  
Member  
VI Director, FORTH, Greece



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Prof. Yiannis Vardaxoglou  
Member  
VI Director, LOUGH, UK

# ANNEX III

## Expected budget and assets 2022 - Summary

Description	Yield EUR	Exp EUR
Metamaterials Congress 2022	220.832,45	91.831,01
EUPROMETA School	-	-
Metamaterials Congress 2020	21.439,94	-
Membership fees 2022	13.830,00	-
General Assembly	-	-
Personnel costs and ED vouchers/reimbursement	-	38.313,37
Insurance-pension personnel costs	-	20.902,55
Book-keeping	-	20.369,02
Travel expenses	-	-
Consumables	-	468,24
Internet services	-	2.418,88
Other	-	-
Roma Tre contract	-	-
Advertising	-	-
Interest yields	-	-
Bank fees	-	377,78
Paypal Fees	253,80	5.792,71
Taxes	-	74,80
<b>Total</b>	<b>256.356,19</b>	<b>180.548,36</b>
<i>Surplus</i>		<b>75.807,83</b>

EXPECTED ASSETS @ 31.12.2022	
Bank Account	342.532,56
Prepaid Credit Card	1.547,94
Paypal account EUR	3.000,00
Cash	243,27
<b>Total EUR</b>	<b>347.323,77</b>

ALS DR FR

# ANNEX IV

## Provisional budget and assets 2023 - Summary

Description	Yeld EUR	Exp EUR
Metamaterials Congress 2023	185.000,00	103.000,00
EUPROMETA Schools	7.000,00	-
Metamaterials Congress 2022	-	-
Membership fees 2023	10.000,00	-
General Assembly	-	-
Personnel costs and ED vouchers/reimbursement	-	40.000,00
Insurance-pension personnel costs	-	20.000,00
Book-keeping	-	20.000,00
Travel expenses	-	-
Consumables	-	1.500,00
Internet services	-	2.700,00
Other	-	-
Roma Tre Contract	-	10.000,00
Advertising	-	-
Interest yields	-	-
Bank fees	-	1.000,00
Paypal Fees	-	2.800,00
Taxes	-	1.000,00
<b>Total</b>	<b>202.000,00</b>	<b>202.000,00</b>

<b>PROVISIONAL ASSETS @ 31.12.2023</b>	
Bank Account	342.532,56
Prepaid Credit Card	1.547,94
Paypal account EUR	3.000,00
Cash	243,27
<b>Total EUR</b>	<b>347.323,77</b>

APW DR 