



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

Tuesday 31 December 2024

MINUTES

Meeting place:	Online Meeting
Meeting date:	31 December 2024
Meeting time:	---

Attendees	Institutional Representative	Present
Aalto	<i>Prof. Sergei Tretyakov Dr. Viktor Asadchy</i>	✓
UCL	<i>Prof. Isabelle Huynen 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. Dmitry Kholodnyak</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>Dr. Stefano vellucci</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 2023
 - b. Expected Budget 2024
 - c. Provisional Budget 2025

2. Any other business.

Meeting Minutes

1. Approval of the Budget

On 31.12.2024, 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 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	----	----	----
UNISI	YES	YES	YES
QUB	YES	YES	YES
UPS	----	----	----
UAB	YES	YES	YES
ITME	----	----	----
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	YES	YES	YES
PhotInit CUNY	YES	YES	YES
KTH	YES	YES	YES
UniCUS	YES	YES	YES

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



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

- The final budget 2022 reported in Annex II
- The expected budget 2023 reported in Annex III
- The provisional budget 2024 reported in Annex IV

2. Any other business

There are no other businesses to discuss.

Rome, 31 December 2024

Dr. Davide Ramaccia
Secretary general

Prof. Filiberto Bilotti
Vice-president

Prof. Andrea Alù
President

METAMORPHOSE VI General Assembly - Budget Approval

Da secretary@metamorphose-vi.org <secretary@metamorphose-vi.org>

Data mar 31/12/2024 17:32

A Asadchy Viktor <viktar.asadchy@aalto.fi>; n.i.zheludev@soton.ac.uk <n.i.zheludev@soton.ac.uk>; isabelle.huynen@uclouvain.be <isabelle.huynen@uclouvain.be>; andrea.massa@unitn.it <andrea.massa@unitn.it>; ramon@unavarra.es <ramon@unavarra.es>; njohnson@elec.gla.ac.uk <njohnson@elec.gla.ac.uk>; tszoplik@mimuw.edu.pl <tszoplik@mimuw.edu.pl>; a.schuchinsky@liverpool.ac.uk <a.schuchinsky@liverpool.ac.uk>; Andre.delustrac@ief.u-psud.fr <Andre.delustrac@ief.u-psud.fr>; ferran.martin@uab.cat <ferran.martin@uab.cat>; peter.haring@uni-siegen.de <peter.haring@uni-siegen.de>; thomas.pertsch@uni-jena.de <thomas.pertsch@uni-jena.de>; y.hao@qmul.ac.uk <y.hao@qmul.ac.uk>; sburokur@parisnanterre.fr <sburokur@parisnanterre.fr>; andrey.osipov@dlr.de <andrey.osipov@dlr.de>; concita.sibilia@uniroma1.it <concita.sibilia@uniroma1.it>; Luca.pierantoni@univpm.it <luca.pierantoni@univpm.it>; belov@metalab.ifmo.ru <belov@metalab.ifmo.ru>; Stefano Vellucci <stefano.vellucci@unicusano.it>; Stefano Maci <macis@dii.unisi.it>; Dmitry Kholodnyak <dmitry.kholodnyak@mwlabs.spb.ru>; Oscar Quevedo Teruel <oscarqt@kth.se>; christophe.craeye@uclouvain.be <christophe.craeye@uclouvain.be>; Fabrizio Frezza <fabrizio.frezza@uniroma1.it>; J.C.Vardaxoglou@lboro.ac.uk <J.C.Vardaxoglou@lboro.ac.uk>; Dorota.Anna.Pawlak@gmail.com <Dorota.Anna.Pawlak@gmail.com>; kafesaki@iesl.forth.gr <kafesaki@iesl.forth.gr>

Cc Filiberto Bilotti <filiberto.bilotti@uniroma3.it>; aalu@gc.cuny.edu <aalu@gc.cuny.edu>; Davide Ramaccia <davide.ramaccia@uniroma3.it>

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2024_12_24 BoD Meeting Minutes_Budget Approval.pdf;

Dear VI Institutional Member coordinators,

This email serves to call an online General Assembly meeting before the end of the solar year 2024.

The Board of Directors has unanimously discussed and approved the Budgets of the Association. The Board of Directors meeting minutes are available on the Metamorphose VI website and are also attached for your convenience.

According to our Constitution, the General Assembly (i.e. each of you) is asked to vote on the three budgets. Please review the attached documents and **reply to this email with a YES or NO** for each of the following items **before January 15th, 2025**:

- Final Budget 2023 YES / NO
- Expected Budget 2024 YES / NO
- Provisional Budget 2025 YES / NO

We wish you a healthy and happy new year!

Best regards,
-Davide Ramaccia

Davide Ramaccia, PhD

RomaTre University
Department of Industrial, Electronic and Mechanical Engineering
Via Vito Volterra, 62 - 00146 Rome (IT)
tel. 06.5733-7355
Associate Editor, IEEE Access
Technical Moderator, IEEE TechRxiv
Secretary General, METAMORPHOSE VI

VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC
MATERIALS AND METAMATERIALS

BALANCE SHEET PAPER

period

01/01/2023 – 31/12/2023

Final budget and assets 2023 - Summary

Description	Yeld EUR	Exp EUR
Metamaterials Congress 2023	242.050,38	144.120,91
SyMAT Cost Meeting	6.000,00	4.000,00
Metamaterials Congress 2022	9.471,41	1.600,00
Membership fees 2023	16.190,00	-
Horizon Europe – PULSE	220.312,50	24.327,08
General Assembly	-	-
Personnel costs and ED vouchers/reimb.	-	35.001,82
Insurance-pension-taxes personnel costs	-	51.679,31
Book-keeping	2.351,36	26.915,28
Travel expenses	-	544,00
Consumables	-	1.541,80
Internet services	-	2.816,22
Other	-	-
Roma Tre contract	-	-
Advertising	-	-
Interest yields	-	-
Bank fees	577,87	227,50
Paypal Fees	99,02	6.343,07
Taxes	-	170,00
Total	497.052,54	299.286,99

PROVISIONAL ASSETS @ 31.12.2023	
Bank Account	535.422,71
Prepaid Credit Card	3.129,89
Paypal account EUR	2.854,96
Cash	243,27
Total EUR	541.650,83

SIGNATURES OF THE BOARD OF DIRECTORS



Prof. Andrea Alù
Chairman
VI President



Prof. Filiberto Bilotti
Co-Chairman
VI Vice-President



Dr. Davide Ramaccia
Member / Secretary
VI Secretary

----- N.A. -----

Prof. Dorota Pawlak
Member
VI Director



Dr. Viktor Asadchy
Member
VI Director



Prof. Maria Kafesaki
Member
VI Director



Prof. Mirko Barbuto
Member
VI Director

ANNEX III

Expected budget and assets 2024 - Summary

Description	Yeld EUR	Exp EUR
Metamaterials Congress 2024	244.245,73	142.438,89
Membership fees 2024	11.300,00	-
Horizon Europe – PULSE	29.375,00	43.966,19
General Assembly	-	-
Personnel costs and ED vouchers/reimb.	-	40.606,80
Insurance-pension-taxes personnel costs	-	72.759,33
Book-keeping	-	31.878,96
Travel expenses	-	-
Consumables	-	3.935,49
Internet services	-	3.469,15
Other	-	-
Roma Tre contract	-	-
Advertising	-	-
Interest yields	10.338,11	83,00
Bank fees	-	83,30
Paypal Fees	63,48	6.455,84
Taxes	-	187,16
Total	295.322,32	345.864,11

PROVISIONAL ASSETS @ 31.12.2024	
Bank Account	485.731,35
Prepaid Credit Card	2.836,62
Paypal account EUR	2.297,80
Cash	243,27
Total EUR	491.109,04

ANNEX IV

Provisional budget and assets 2025 - Summary

Description	Yeld EUR	Exp EUR
Metamaterials Congress 2025	290.000,00	230.000,00
EUPROMETA Schools	-	-
Horizon Europe – PULSE	-	44.000,00
Membership fees 2025	13.000,00	-
General Assembly	-	-
Personnel costs and ED vouchers/reimbursement	-	38.000,00
Insurance-pension-taxes personnel costs	-	72.000,00
Book-keeping	-	30.000,00
Travel expenses	-	-
Consumables	-	1.000,00
Internet services	-	4.000,00
Other	-	-
Roma Tre Contract	-	-
Advertising	-	-
Interest yields	-	-
Bank fees		100,00
Paypal Fees		6.500,00
Taxes		1.000,00
Total	383.000,00	426.600,00

PROVISIONAL ASSETS @ 31.12.2025	
Bank Account	442.131,35
Prepaid Credit Card	2.836,62
Paypal account EUR	2.297,80
Cash	243,27
Total EUR	447.509,04