



Annual Report Template v.2

Approved By: 2021 Board of Directors

Date Approved: 03-FEB-2021

# 2020 Annual Report

Assembled By: Sasi Mudumba, President-Elect, 2020

Annual Meeting  
01-20-2021

## 1. PRESIDENT'S STATEMENT

The President offers a sincere debt of gratitude to our many volunteers, committee members, members, and interested third parties for making this another successful year. 2020 brought a lot of change to SDRAN and not all of our decisions were easy. It has been a pleasure to work with the Board of Directors (BOD) throughout 2020.

## 2. ACCOMPLISHMENTS

Name	Position	Accomplishments
Daniel Yeh	Treasurer	<ul style="list-style-type: none"> <li>Improved financial reports and forms</li> <li>Explored new ways to give back to membership</li> </ul>
Mei-Fei Yueh	Secretary	<ul style="list-style-type: none"> <li>Ensured the BOD adhere to the by-laws by creating new and revising existing policies, as deemed necessary</li> <li>Maintained SDRAN's documentation archives in G-Suite, which include, but not limited to, past program meeting information, BOD members information, BOD meeting agendas, BOD meeting minutes, SDRAN policies and by-laws, and monthly reports from each committee</li> </ul>



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Name	Position	Accomplishments
Michelle Sands	VP of Education	<ul style="list-style-type: none"> <li>● Offered accessible RAC classes from anywhere in the US (AZ, CA, IL, MA, MN, MD, NC, &amp; TX) through WebEx</li> <li>● Preparatory Sessions ran from May - August (depending on Prep Session)</li> <li>● Continued to start and end the RAC preparatory sessions before the Autumn exam registration opened (02 November 2020)</li> <li>● Based on RAPS changing the RAC exams from country specific to Device and Drug specific exams, the Education Committee revamped the SDRAN RAC Preparatory Sessions to the new format</li> <li>● Devices: 13 sessions focused on main topics (including intro session)</li> <li>● Drugs: 17 sessions focused on main topics (including intro session); 42 participants</li> <li>● Continued to offer RAC Scholarships to RAC recipients.</li> <li>● Offered RAPS textbooks to participants at a 50% discount</li> </ul>
Alessandra Blasina / Ilham Naili	VP of Member Relations	<ul style="list-style-type: none"> <li>● Maintained monthly program survey reports</li> <li>● New and innovative ways to increase membership were implemented</li> </ul>
Juliat Rahajeng / Leah Shtilkind	VP of Programs	<ul style="list-style-type: none"> <li>● Continued monthly programs by inviting expert speakers</li> </ul>



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Name	Position	Accomplishments
		<ul style="list-style-type: none"> <li>● Ensured topics meet member’s educational needs in:               <ul style="list-style-type: none"> <li>○ Regulatory</li> <li>○ Clinical</li> <li>○ Quality</li> <li>○ Other chosen topics</li> </ul> </li> </ul>
Olivia Yu	VP of Web Communication	<ul style="list-style-type: none"> <li>● Established SDRAN email handles eg, info@sdran.org</li> <li>● Researched alternate event registration systems and assess feasibility</li> <li>● Upon the election of Erica Livingston, the current BOD agreed to shift goals from more social media into streamlining of the SDRAN platforms and applications to improve our internal communications</li> </ul>
Jennifer Grodberg	VP, Mentoring Committee	<ul style="list-style-type: none"> <li>● 9 Mentoring Pairings</li> <li>● Gave program orientation prior to the opening application process to clarify program expectations – some “speed mentoring” included</li> <li>● Held interim program group sessions with mentors and mentees to exchange experiences and ideas plus identify areas of optimization</li> <li>● Offered Zoom mini-mentoring session, open to the entire SDRAN community members (and nonmembers) to meet past Mentees and obtain career development tips</li> </ul>



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Name	Position	Accomplishments
Erica Livingston	President	<ul style="list-style-type: none"> <li>● Supported the BOD to achieve their individual goals</li> <li>● Facilitated new communication methods to reach out to local and non-local regulatory, quality, and clinical professionals</li> <li>● Promoted and implemented new strategies that will enhance SDRAN's programs and member services</li> </ul>
Sasi Mudumba	President-Elect	<ul style="list-style-type: none"> <li>● Supported the BOD to achieve their individual goals</li> <li>● Fostered cooperation with local and/or neighboring organizations focused on fields related to SDRAN's mission</li> </ul>




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### 3. LEADERSHIP

Board of Directors for 2020	
Title	Name
President	Erica Livingston
President-Elect	Sasi Mudumba
Treasurer	Daniel Yeh
Secretary	Mei-Fei Yueh
VP of Programs	Juliati Rahajeng / Leah Shtilkind
VP of Member Relations	Alessandra Blasina/Ilham Naili
VP of Education	Michelle Sands
VP of Website & Communications	Olivia Yu
VP of Mentoring	Jennifer Grodberg

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#### 4. MEMBER RELATIONS

##### Committee Members:

- Ilham Naili, VP Member Relations
- Daniel Yeh

##### Statistics

- 68 total new members
- 207 current members

Due to the COVID-19 pandemic, the BODs had decided to switch the monthly SDRAN programs to online events in March 2020. The complete lack of in-person events from March to December 2020 most likely led to the noticeable decrease in new membership in 2020 versus previous years. The switch to online monthly programs also led to a nearly complete lack of networking opportunities this year. Some members expressed in the program surveys the desire to have online networking events. SDRAN carried its first Zoom networking event in September, and obtained very positive feedback from attendees; SDRAN is planning to offer new online networking events in 2021.

Despite not being able to meet members and non-members in person, the likelihood of survey responders to recommend SDRAN was at its highest this year.



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## 5. PROGRAMS

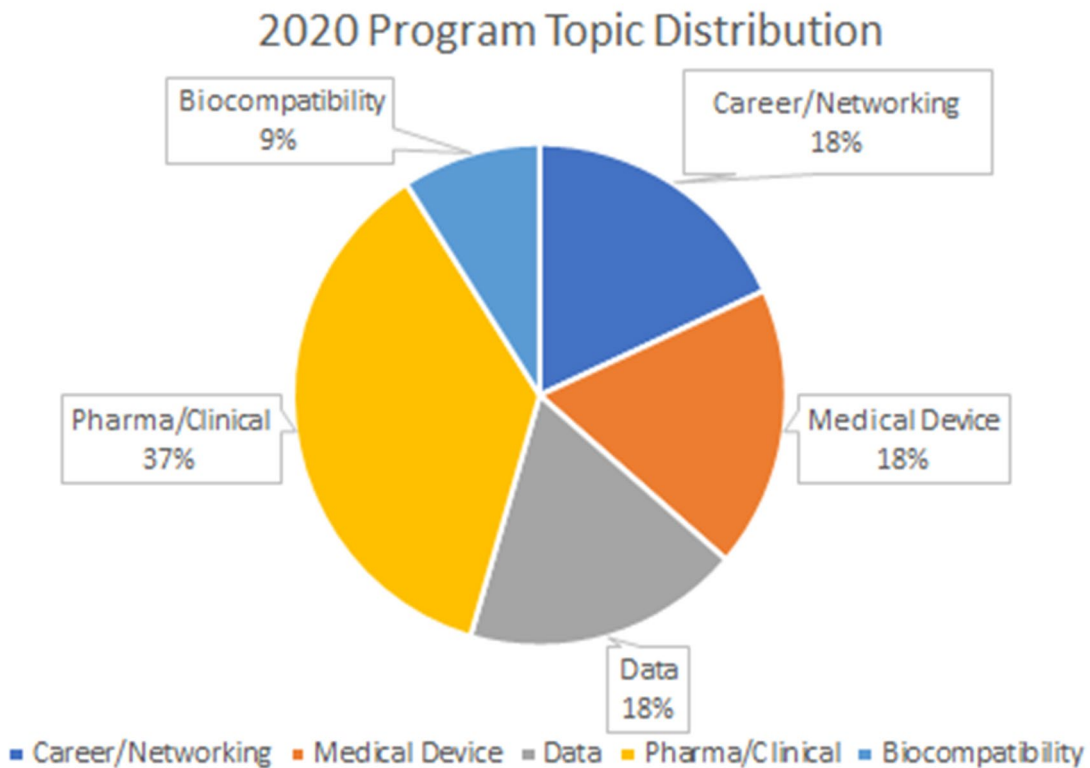
Committee Members:

- Juliati Rahajeng / Leah Shtilkind, VP Programs
- Bharathi Hattiangady
- John D. Harris, Jr.
- Nora Shafee

Monthly Programs included areas– Device/Pharma/EU/FDA Regulations

- 10 Monthly Programs (with 11 speakers)
- One SDRAN/OCRA joint program

Figure 1: Topic Distribution





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**Table 1: Summary of Survey Ratings and Number of Surveys Completed**

<i>Programs and Surveys Outcomes</i>	2016	2017	2018	2019	2020
Average attendance per Program:	57	62	56	44	39
Average Number of Surveys	35 (65%)	35 (59%)	13	14 (32%)	16 (42%)
Overall Program Ratings of 4's and 5's	89%	95%	83%	88%	90%
Overall Speaker Ratings of 4's and 5's	87%	98%	82%	92%	86%
Overall Networking value of 4's and 5's	75%	76%	67%	NA	NA
Likelihood of recommending SDRAN	87%	88%	88%	88%	96%
Ratings: 1 Lowest to 5 Highest					



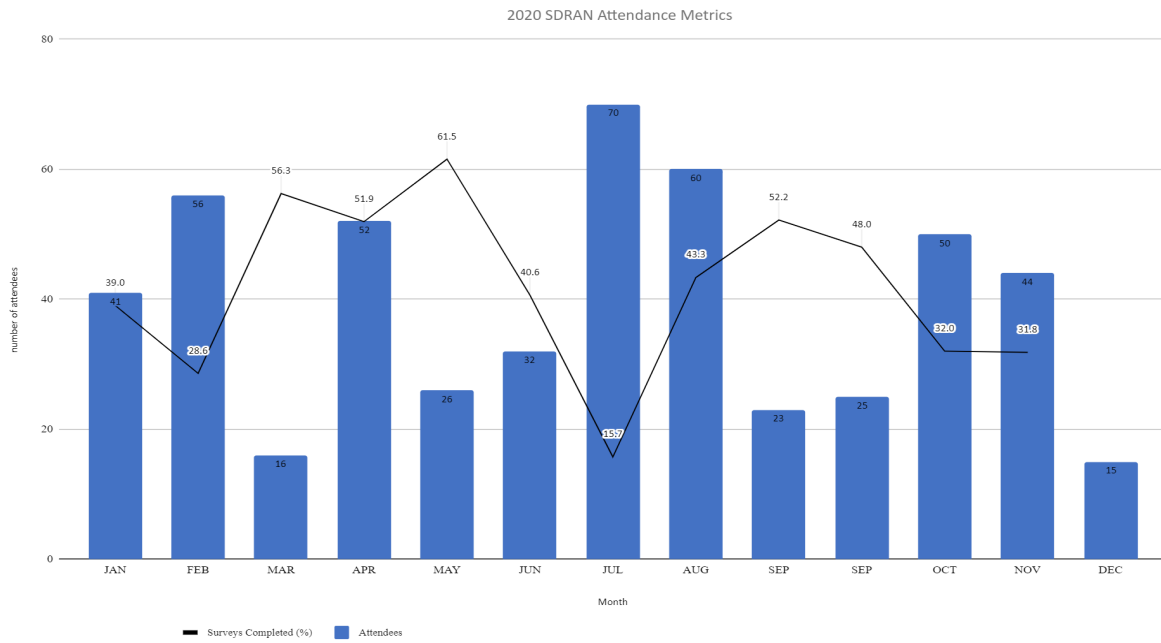


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**Figure 2: Program Attendance Metrics**





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## 6. EDUCATION

### Committee Members:

- Michelle Sands, Chair & VP of Education
- Allie Chen, Committee Member
- Brett Simmons, Drug Prep Session Lead
- Chunmei Zhao, Committee Member
- Dianira Erudaitius, Device Prep Session Lead
- Ilham Naili, Committee Member
- Jordanna Jayne, Committee Member
- Marina Ramirez, Committee Member

**Table 2: Details of the Classes and Participants:**

	No. of Participants	Location
Device Preparatory Sessions	39	WebEX
Drug Preparatory Sessions	42	WebEX

**Table 3: RAC Instructors**

Device Preparatory Sessions	Drug Preparatory Sessions
Erica Livingston	Amanda Richter
Irene Hsieh	Barney King
Kim Walker	Erica Livingston
Natalie Kennel	Jeff Fraizer
Sasi Mudumba	Jennifer Grodberg
	Michael Swit
	Nick Osborne
	Prasanna Ganta
	Stephen Thompson



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Many of our lecturers went above and beyond expectations. Barney King and Kim Walker both gave more than four lectures each; Erica Livingston, Kim Walker, and Sasi Mudumba stepped in to present lectures at the last minute when we had last minute lecturer cancellations; and one lecturer for the Drug Preparatory Session, Steven Thompson, presented a lecture from the United Kingdom from 1:30 to 3:30 am GMT. The Education Committee cannot begin to thank all of our lecturers enough for this level of commitment that these volunteers continue to demonstrate to SDRAN. We truly could not put on the SDRAN RAC Preparatory Sessions without these volunteers.

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## 7. WEBSITE & COMMUNICATIONS

Committee Members:

- Website Committee
  - Olivia Yu, VP Website & Communications
  - Leah Le
- 123SignUp Event System
  - Olivia Yu– event creation and event mailings
  - Ilham Naili – membership issues
  - Daniel Yeh – financial transactions

Website and Communications Committee has achieved the following:

- Implemented completely virtual events and activities to accommodate the 2020 pandemic
- Separated Jobs from Event postings
- Updated the website
- Established an SDRAN organization calendar that is linked to the calendar widget on SDRAN.org
- Updated LinkedIn group policies
- Created Report templates
- Created Work Instructions for publishing events and mailings
- Implemented G-drive for sharing and collaboration, shared calendar, Hangouts, and Forms
- Implemented Google Analytics



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## 8. MENTORING

Committee Members:

- Jennifer Grodberg – Chair and VP, Mentoring
- Alessandra Blasina
- Aniko Hastings
- Barbara Stevens
- Kathy Rangus
- Kim Walker
- Laura Guy
- Olivia Yu

Mentoring Committee achieved the following:

- 9 Mentoring Pairings
  - Mentors:
    - Alessandra Blasina
    - Jennifer Grodberg
    - Aniko Hastings
    - Rachel Hernandez
    - Kathy Rangus
    - Margaret Riggs
    - Barbara Stevens
    - Steve Worcester
- Gave program orientation prior to opening application process to clarify program expectations – some “speed mentoring” included
- Held zoom interim program group sessions with mentors and mentees to exchange experiences and ideas plus identify areas of optimization
- Offered Zoom mini-mentoring session, open to the entire SDRAN community members (and nonmembers) to meet past Mentees and obtain career development tips



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## 9. FINANCIALS


**Table 4: Year-End Summary, 2020**

Revenue	
Income source	Revenues
Membership	\$11,605.00
Programs	\$6,751.04
RAC	\$13,400.00
Interest	\$18.42
Job Posting	\$800.00
<b>Total</b>	<b>\$32,574.46</b>

Expenditures	
Expenditure Type	Amount Spent
Operations (venue and food)	\$7,550.66 (\$3,285.710)
Bank and Merchant Fees	\$2,203.71
Speaker Gifts	\$4,400.00
RAC Reimbursement Award	\$2,575.00
Professional fees	\$3,217.50
<b>Total</b>	<b>\$19,946.87</b>

\*Table above does not list all expenditures

**2020 Net Revenue: \$12,627.59**

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**10. SUMMARY**

The President and the BOD offer a sincere debt of gratitude to our many volunteers, committee members, members, non-members, speakers, and interested third parties for making this another successful year. Our work could not be possible without the support of the community and the hard work of our BOD and committee members.



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**11. LOOKING AHEAD TO 2021**

Nominating Committee: Sasi Mudumba, Christine Federovitch, and Francisco Rosas

2021 Board of Directors  
Election closed 12/09/2020

**Table 5: 2021 Election Outcomes**

Title	Name
President	Sasi Mudumba
President-Elect	Michelle Sands
Treasurer	Daniel Yeh
Secretary	Emily Chung
VP of Programs	Leah Shtilkind
VP of Member Relations	Ilham Naili
VP of Education	Kevin Daly
VP of Website & Communications	Olivia Yu
VP of Mentoring	Jennifer Grodberg