



Annual Report Template v.2

Approved By: 2020 Board of Directors

Date Approved: 07-OCT-2020

2018 Annual Report

Assembled By: Erica Livingston, President-Elect, 2019

Annual Meeting

01-16-2019

Becton Dickenson, 3770 Torrey View Court

San Diego CA-92130

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. 2018 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 throughout 2018.

2. ACCOMPLISHMENTS

Name	Position	Accomplishments
Daniel Yeh	Treasurer	<ul style="list-style-type: none">Improved financial reports and formsExplored new ways to give back to membership
Mei-Fei Yueh	Secretary	<ul style="list-style-type: none">Ensured the Board of Directors (BOD) adhere to the by-laws by creating new and revising existing policies, as deemed necessaryMaintained SDRAN's DropBox documentation archives which include, but not limited to, past program meeting information, BOD members information, BOD meeting agendas, BOD meeting minutes, SDRAN policies and amended by-laws, and monthly reports from each committee



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Name	Position	Accomplishments
Thomas Crimmel	VP of Education	<ul style="list-style-type: none"> ● Offered accessible RAC classes from anywhere in the US through WebEx ● Continued to start and end the RAC programs before the Fall exam registration opens ● Continued to offer RAC Canada for a 2nd year with 7 sessions focused on main topics ● Continued to offer RAC Scholarships to RAC recipients. ● Offered RAPS textbooks to participants at a 50% discount
Michelle Sands	VP of Member Relations	<ul style="list-style-type: none"> ● Continued quarterly Speed Networking events ● Streamlined the survey process ● Consolidate Member and Non-Member list in database ● New and innovative ways to increase membership were implemented
Sasi Mudumba	VP of Programs	<ul style="list-style-type: none"> ● Continued monthly programs by inviting expert speakers ● Ensured topics meet member's educational needs in: <ul style="list-style-type: none"> ○ Regulatory ○ Clinical ○ Quality ○ Other chosen topics
Francisco X Rosas/ Erica Livingston	VP of Web Communication	<ul style="list-style-type: none"> ● Established SDRAN email handles eg, info@sdran.org - <i>Accomplished</i> ● Researched alternate event registration systems and assess feasibility - <i>Accomplished</i> ● Integrated event announcements with additional social media platforms eg, Facebook, Twitter, etc. - <i>Not Accomplished</i>



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Name	Position	Accomplishments
		<ul style="list-style-type: none"> ● Reviewed and update resources webpage on the SDRAN website - <i>Not Accomplished</i> ● 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
Jennifer Grodberg	Chairman, Mentoring Committee	<ul style="list-style-type: none"> ● 7 Mentoring Pairings ● Gave program orientation prior to the opening application process to clarify program expectations – some “speed mentoring” included ● Held interim program group sessions with mentors and mentees to exchange experiences and ideas plus identify areas of optimization
Iman Hanna	President	<ul style="list-style-type: none"> ● Supported the BOD to achieve their individual goals ● Facilitated new communication methods to reach out to local and non-local regulatory, quality, and clinical professionals ● Promoted and implemented new strategies that will enhance SDRAN’s programs and member services
Alessandro Lobbia / Christine Federovitch	President-Elect	<ul style="list-style-type: none"> ● Supported the BOD to achieve their individual goals ● Supported and expand the educational programs ● Fostered cooperation with local and/or neighboring organizations focused on fields related to SDRAN’s mission

We are pleased to announce that we applied for, and were accepted, to receive G-Suite for Non-profits. This software is a free enterprise level business management application that offers



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SDRAN the following: team drives for collaboration and storage, unlimited free @sdran.org email addresses, team calendars, with appropriate controls on permissions and business continuity.

3. LEADERSHIP

Board of Directors for 2018	
Title	Name
President	Iman Hanna
President-Elect	Alessandro Lobbia / Christine Federovitch
Treasurer	Daniel Yeh
Secretary	Mei-Fei Yueh
VP of Programs	Sasi Mudumba
VP of Member Relations	Michelle Sands
VP of Education	Thomas Crimmel
VP of Website & Communications	Francisco X Rosas/ Erica Livingston

Committee Chairs	
Mentoring	Jennifer Grodberg
Internship	Kevin Daly

Support Roles
Jody Suroweic
Margaret Riggs

4. MEMBER RELATIONS

Committee Members:

- Jacques Huard
- Daniel Yeh

Statistics

- 155 of total members

- 99 of new members compared to past years membership and/or membership trend over time
- 223 of names on distribution list

We reviewed and delivered these requests from the program surveys: made presentation slides available prior to the event, more speed networking events, electronic surveys, and a half-day workshop on data integrity topic.

5. PROGRAMS

Committee Members:

- Jamie Burnango
- Garima Choudhry
- Allison Komiyama

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

- 10 Monthly Programs
- One full day workshop
- 12 speakers total

Figure 1: Topic Distribution

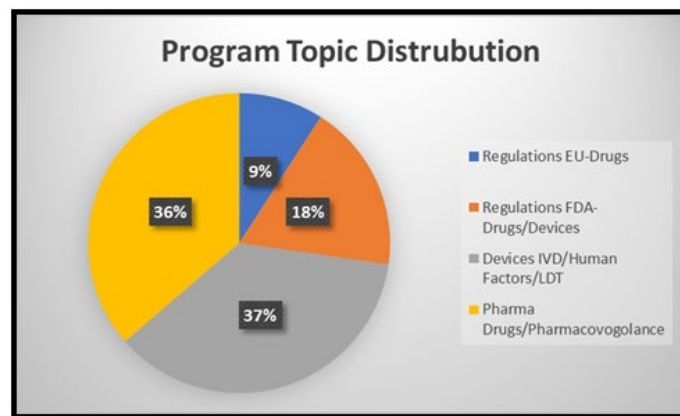


Table 1 shows the summary of survey ratings and the number of surveys completed



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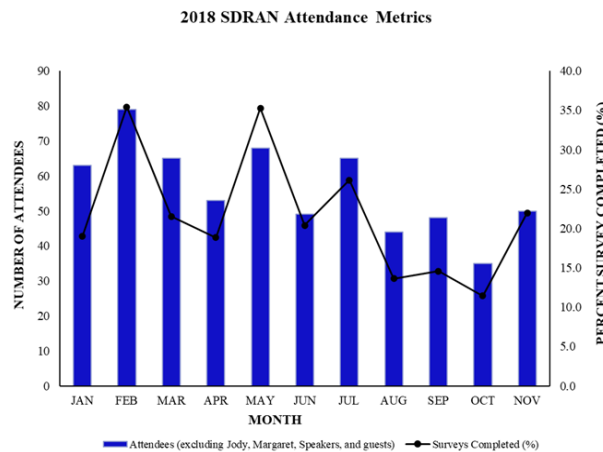
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Table 1: Summary of Survey Ratings, Number of Surveys Completed

<i>Programs and Surveys Outcomes</i>	2016	2017	2018
Average attendance per Program:	57	62	56
Average Number of Survey Respondents	35 (65%)	35 (59%)	13 (21.7%)
Overall Program Ratings of 4's and 5's	89%	95%	83%
Overall Speaker Ratings of 4's and 5's	87%	98%	82%
Overall Networking value of 4's and 5's – With Speed Networking Events rating higher	75%	76%	67%
Likelihood of recommending SDRAN to others – Yes Responses	87%	88%	88%
Ratings: 1 Lowest to 5 Highest			

Figure 2: Program Attendance Metrics



6. EDUCATION

Committee Members:

- Thomas Crimmel, MD, Chair & VP of Education
- Daniel Yeh, WebEx Trainer, US RAC Communications Manager
- Juliati Rahajeng, PhD, US Study Group Leader



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- Brett Simmons, WebEx Trainer, EU RAC Communications Manager
- Maria Jose Cortes-Mateos, PhD, EU Study Group Leader
- Trenis Palmer, PhD, WebEx Trainer, Canadian RAC Communications Manager
- Lining Zhu, PhD, Canadian Study Group Leader

Table 2: Details of the Classes and Participants:

	No. of Participants	Location
US RAC	71	WebEX
EU RAC	38	WebEX
CAN RAC	11	WebEX

Table 3: RAC Instructors

US RAC Program	EU RAC Program	CAN RAC Program
Amanda Omlor	Barbara Stevens	Barney King
Erica Livingston	Barney King	Duane Mauzey
Iman Hanna	Iman Hanna	Kim Walker
Irene Hsieh	Jenny Grodberg	Natalie Kennel
Kathy Rangus	Kika Teudt	Sasi Mudumba
Mary Celine Scott	Kim Walker	
Michael Swit	Ron Warren	
Natalie Kennel	Steven Thompson	
Ron Warren	Sybille Sauter	

One lecturer for the EU RAC Program, Steven Thompson, participate from the United Kingdom for half of a lecture from 2 to 4 am GMT. The Education Committee appreciates the level of commitment our volunteers continue to demonstrate.

7. WEBSITE & COMMUNICATIONS

Committee Members:

- Website Committee
 - Olivia Yu

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- Leah Le
- 123SignUp Event System
 - Olivia Yu– event creation and event mailings
 - Michelle Sands – membership issues
 - Daniel Yeh – financial transactions

Website and Communications Committee has achieved the following:

- Launched redesigned website in Q4 2018
- Separated Jobs from Event postings
- Minor improvements to usability throughout the website
- Established an SDRAN organization calendar that is linked to the calendar widget on SDRAN.org
- Created SDRAN Company Page on LinkedIn
- Updated LinkedIn group policies
- Added the ability to accept credit cards for job postings and implemented an online job posting form
- Created Report templates
- Created Work Instructions for publishing events and mailings
- Implemented sG-drive for sharing and collaboration, shared calendar, Hangouts, and Forms
- Implemented Google Analytics

8. COMMITTEES

Mentoring

Chair: Jennifer Grodberg

Committee Members:

- Alessandra Blasina
- Laura Guy
- Kathy Rangus
- Barbara Stevens
- Kim Walker
- Olivia Yu

Mentoring Committee achieved the following:

- 7 Mentoring Pairings



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- Gave program orientation prior to opening application process to clarify program expectations – some “speed mentoring” included
- Held interim program group sessions with mentors and mentees to exchange experiences and ideas plus identify areas of optimization

Internship

This year, the BOD voted to dissolve the Internship Committee. The Board wishes to thank Kevin Daly, Committee Chair, and all internship participants. The Committee was a launching point for many members into their Regulatory Affairs career. The decision to dissolve was a practical one; participation had declined, and the program was competing with local recruiting professionals. SDRAN continues to facilitate career transitions into Regulatory Affairs through the Mentoring Committee.

9. FINANCIALS

Table 4: Year-End Summary, 2018

Revenue		Expenditures	
Income source	Revenues	Expenditure Type	Amount Spent
Membership	\$15,180.01	Operations (venue and food)	\$16,476.57 (\$12,750.26)
Programs	\$13,770.03	Bank and Merchant Fees	\$2,500.05
RAC	\$6755.00	Administration	\$5,830.00
Interest	\$34.77	Speaker Expenses	\$1,841.18
Job Posting	\$1,000.00	Speaker Gifts	\$3,047.60
Total	\$36,739.81	Total	\$33,652.43

*Above table does not list all expenditures

2018 Net Revenue: \$3,087.38

2018 Beginning assets: \$100,918.95

2018 Ending assets: \$104,006.33

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



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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.

11. LOOKING AHEAD TO 2019

2019 Board of Directors
Election closed 12/8/2018

Table 5: 2019 Election Outcomes

Title	Name
President	Christine Federovitch
President-Elect	Erica Livingston
Treasurer	Daniel Yeh
Secretary	Mei-Fei Yueh
VP of Programs	Sasi Mudumba
VP of Member Relations	Michelle Sands
VP of Education	Thomas Crimmel
VP of Website & Communications	Olivia Yu
VP of Mentoring (New Position)	Jenifer Grodberg

12. LIFE MEMBERSHIP AWARDS

Rachel Hernandez, PMP

- Current: Mentor, Nominating Committee
- Past: SDRAN President, VP Education

Natalie Kennel, President at NJK & Associates

- Current: RAC Instructor, Nominating Committee
- Past: SDRAN President, VP Program