	Annual Report Template v.3
	Approved By: 2024 Board of Directors
	Date Approved: June 2024

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2023 Annual Report

Assembled By: Olivia Yu, President, 2023

Annual Meeting
February 2024
In-Person Presentation

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SDRAN SAN DIEGO REGULATORY AFFAIRS NETWORK	Approved By: 2024 Board of Directors
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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 2023 another successful year. It has been a pleasure to work with the Board of Directors (BOD) throughout 2023 and I look forward to seeing the great things that the 2024 SDRAN BOD has in store for the organization.

2. LEADERSHIP

Table 1:   Board of Directors

Board of Directors for 2022	
Title	**Name**
President	Olivia Yu
President-Elect	Kim Walker
Past-President	Michelle Sands
Secretary	Blake Schouest
Treasurer	Daniel Yeh
VP of Education	Theresa Falls
VP of Member Relations	Illham Naili
VP of Mentoring	Amanda Richter
VP of Programs	Jamie Brugnano
VP of Website & Communications	Position Not Filled

3. ACCOMPLISHMENTS

Table 2:   Accomplishments

Position	Name	Accomplishments
President	Olivia Yu	- Supported the BOD to achieve their individual goals. - Promoted and implemented new strategies to enhance SDRAN's programs and member services. - Supported multiple in-person and virtual programs
President-Elect	Kim Walker	Recruited new board members specifically for President-Elect, Co-VP Programs, VP Education, VP of Website & Communications, and VP Member Relations positions for 2024.
Past-President	Michelle Sands	- Prepared 2022 Annual Report - Assisted BOD with the tasks, where needed. - Assisted Programs Committee.

		● Set up photographer for Open House
Secretary	Blake Schouest	● Ensured the SDRAN BOD adhered to the bylaws at each monthly meeting. ● Maintained the SDRAN BOD documentation in G-Suite, which includes but is not limited to BOD Monthly Meeting Agendas, BOD Monthly Meeting Minutes, BOD Action Items, BOD Lessons Learned, and information on in person meeting locations.
Treasurer	Daniel Yeh	● Maintained a balanced annual budget. ● Maintained proper accounting records for financial audit. ● Transitioned all financial activities using the new registration/payment system.
VP of Education	Theresa Falls	● Offered RAC Exam Preparatory Sessions accessible online by Zoom (international) ● Preparatory Sessions ran from April through August (Summer) and September through December (Fall) ● Devices: 7 live + 14 recorded sessions (including intro session) ● Drugs: 7 live + 14 recorded sessions (including intro session) ● Devices: 33 registrants for 2023 ● Drugs: 27 registrants for 2023 ● Obtained RAPS discounts on textbooks and practice exams
VP of Member Relations	Ilham Naili	● Organized the in-person Open House, with invitations sent out to University Representatives to host tables and present their programs on slides ● Set up monthly email reminders to members with recently or soon-to expire memberships to renew ● Maintained monthly program survey reports ● Created surveys for RAC sessions and for mentoring program ● Participated in the Job Hunting Workshop as a volunteer ● Liased with facility manager at Neurocrine Biosciences to secure room to host SDRAN seminars ● Organized the in-person Member Appreciation Event

VP of Mentoring	Amanda Richter	- Gave program orientation prior to accepting applications to clarify program expectations - Initiated electronic application process - Paired mentoring participants and supported mentors/mentees; 6 mentoring pairs participated in this year's program - Participated in the Job Hunting Workshop as a volunteer - Hosted end-of-mentoring-session group dinner
VP of Programs	Jamie Brugnano	- Offered 11 monthly program events online - Provided certificates of attendance to participants, if requested
VP of Website and Communications	Position not filled	- Implemented new website improvements and roll out - Implemented new registration system for SDRAN classes and events - Increased social media outreach via LinkedIn to communicate various events

4. EDUCATION

Committee Members:

- Hailey Davenport
- Bharathi Hattiangady
- Jennifer Wampler
- Jing Li
- Huong Huynh
- Theresa Falls (VP of Education)

Table 3:   2023 RAC Preparatory Session Details

Class Name	No. of Participants	Location
Spring/Summer RAC Drugs Prep Sessions	19	Online/Zoom - Live/Recorded
Spring/Summer RAC Devices Prep Sessions	19	Online/Zoom - Live/Recorded
Fall RAC Drugs Prep Sessions	8	Online/Zoom - Recorded
Fall RAC Devices Prep Sessions	14	Online/Zoom - Recorded

Table 4:   SDRAN RAC Preparatory Instructors (Live)

RAC Introductory Session	RAC Drugs Sessions	RAC Device Sessions
Rita Wilson Indah Kusumawardhani	Barney King (x2) Jennifer Grodberg	Salman Raza James Wabby

Sutikshan Gupta Natalie Damrau Theresa Falls Olivia Yu	Duane Mauzey (x3)	Debleena Sinha Natalie Kennel (x2) Irene Hsieh Jing Li

The instructors dedicate their time to prepare and deliver thoughtful, up to date and relevant content for each of these sessions. The Education Committee cannot begin to thank all of our instructors enough for their level of commitment to SDRAN. SDRAN RAC Preparatory Sessions **would not be possible without the support** of each and every one of these volunteers (both instructor and committee members).

5. MEMBER RELATIONS

Committee Members:
- Ilham Naili, VP of Member Relations

Statistics:
- o 144 total new members
- o 297 current members (including 9 BOD and 9 lifetime members)

2023 saw the comeback of in-person events, which was a welcome change for both the Board and SDRAN Members. The Open House and the Member Appreciation Event, both help in-person, were well-received by new and continuing members. Many of our SDRAN Programs this year were done in-person and online, which afforded our members a lot of flexibility, permitted for pre-meeting networking time between members and the Board, and kept registrations high.

Thanks to the Education Committee and the RAC Sessions offered both live and as a lecture package in Fall 2023, SDRAN has seen a high number of new memberships. Of note, the "New Membership" report on EZSignUp still accounts for some new memberships renewed by non-new members (Example: Members with expired memberships who renew at a later time are considered new memberships), so it is important to account for some redundancy in these new members. Nevertheless, 2023 has been an excellent year for new memberships. Extra activities offered by SDRAN, such as the Job Hunting Workshop set up by the VP of Programs, offered SDRAN good visibility to people who were new to Regulatory Affairs and wanting to network.

Surveys throughout the year indicated that attendees were generally happy with the variety and quality of events offered. Note that numbers went down this year as 1 survey (related to SDRAN's July event) collected no responses.

Experience with EZSignUp has been difficult as the platform is not user-friendly, capabilities are limited, and support provided by EZSignUp is not always helpful. Current challenges involve 1) Members not receiving SDRAN email campaigns, 2) Membership expiration emails set up on EZSignUp going to some members whose memberships have not yet expired.

6. MENTORING

Committee Members:
- Amanda Richter- Chair and VP, Mentoring

● Aniko Hastings	● Laura Guy
● Kim Walker	● Priyanka Apte

The Mentoring Committee achieved the following:

- 6 Mentoring Pairs
  - Mentors/mentees:

● Beth Stofka	● Zohreh Akhavanaghdam
● Vaidehi Mehta	● Tulin Evizi
● Cesar Medina	● Emily Lu
● Jeff Frazier	● Anabel de la Garza
● Leslie Shelly	● Sabitha Papineni
● Jerri Bressi	● Holly Adams

7. PROGRAMS

Committee Members:
- Jamie Brugnano, VP of Programs

- Aniko Hastings
- Yohannes Mihiret
- Michelle Sands
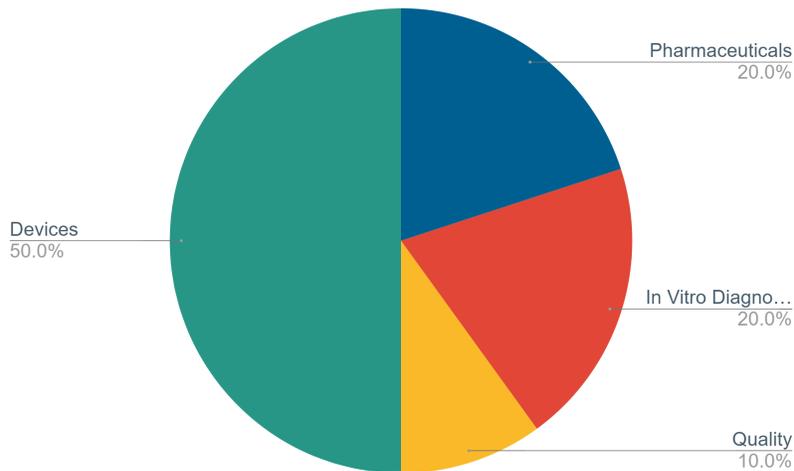- Kim Walker

Figure 1: 2023 Program Topic Distribution

Table 5: Program Topics in 2023

Date	Topic	Speaker	Format	No. of Attendees
18 January	2022 in Review + Annual Meeting	Kim Walker	Virtual	
15 February	Open House	N/A	In Person	
15 March	Consulting as a Viable Career Path	Grace Furman	In Person	
19 April	5 Most Common Errors in Startups	Duane Mancini	Virtual	
17 May	Risk Management according to ISO 13485 – impacts of QMSR and TR 24971	Michelle Lott	Virtual	
21 June	Diversity, Equity and Inclusion in Drug Development with Focus on Diversity plans and patient engagement & Working with Patients: Communication, Input, Challenges	Blake Schouset Shoshana Lipson		
19 July	Adverse Event Reporting	Erica Livingston		
27 September	Panel on Best Practices and Current Trends in QSR Inspections	Harlan Loui April Lee Oscar Alarcon Dr. Raymond Brullo Katherine Jacobitz		

Date	Topic	Speaker	Format	No. of Attendees
26 October	Veterinary Overview	Mark Hughes		
05 December	MDR and IVDR EU Compliance, Strategies and Goals	Evangeline Loh		

10 Monthly Program breakdown:		Open House:
● Devices - 5		Breakout rooms:
● Drugs - 2		● RA Devices
● IVD - 2		● RA Drugs
● Quality - 1		● QA

8. WEBSITE & COMMUNICATIONS

Committee Members:
- Olivia Yu

EZSignUp Registration System:
- Olivia Yu - Event creation and communications
- Ilham Naili - Membership issues and resolutions
- Daniel Yeh - Financial transactions and audits

9. FINANCIALS

Table 6: Year-End Summary, 2022

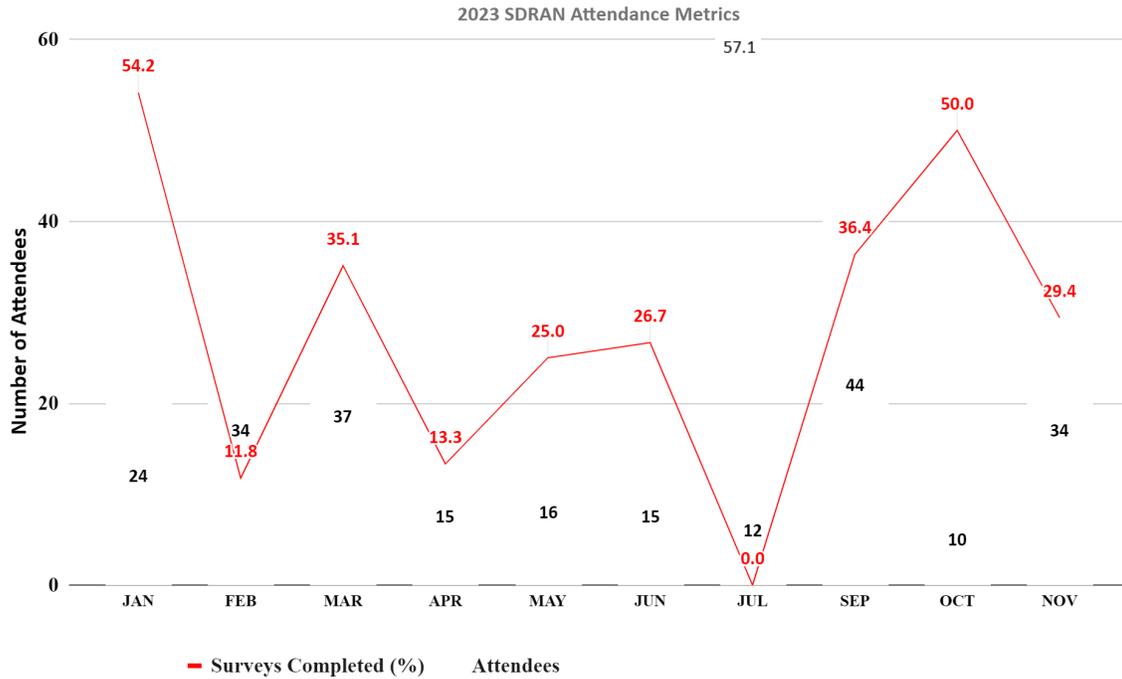| Revenues		Expenditures	
Membership dues	$8,085.00	Operations (Venue and food)	$6,073.04 ($964.84)
Program Income	$4,054.99	Bank and Merchant fees	$3,038.85
Job Postings	$400.00	Speaker Gifts	$3,950.00
RAC Study Group	$10,600.00	RAC Books	$1,226.57
Interest	$26.46	RAC Reimbursement Award	$700.00
Total	**$23,166.45**	**Total**	**$14,988.46**

2022 Net revenue: $8,177.99

10. 2023 SDRAN MONTHLY PROGRAM SURVEY RESULTS

Table 7: Monthly Program Survey Results

Programs and Surveys Outcomes	2017	2018	2019	2020	2021	2022	2023
Average Attendance per Program:	62	56	44	39	36	28	22
Average Number of Survey Respondents:	35 (59%)	13 (22%)	14 (32%)	16 (42%)	13 (39%)	10 (36.9%)	6 (25.6%)
Overall Program Ratings of 4's and 5's:	95%	83%	88%	90%	92%	95%	79%
Overall Speaker Ratings of 4's and 5's:	98%	82%	92%	86%	96%	95%	79%
Overall Networking value of 4's and 5's – With Speed Networking Events rating higher:	76%	67%	NA	NA	NA	NA	NA
Likelihood of recommending SDRAN to others – Yes Responses:	88%	88%	88%	96%	91%	89%	79%
Why you come to SDRAN Meetings:							
● Continuing Education	22%	43%	38%	38%	49%	63%	37%
● Networking	22%	18%	26%	N/A	N/A	N/A	60%
● Program Topics	56%	48%	38%	49%	40%	35%	37%

* Ratings: 1 Lowest to 5 Highest

Figure 2: Monthly Program Attendance Metrics

2023 SDRAN Attendance Metrics

Legend:
- Surveys Completed (%)   Attendees

Data points — Surveys Completed (%): JAN 54.2, FEB 11.8, MAR 35.1, APR 13.3, MAY 25.0, JUN 26.7, JUL 0.0, SEP 36.4, OCT 50.0, NOV 29.4, (57.1)

Data points — Attendees: JAN 24, FEB 34, MAR 37, APR 15, MAY 16, JUN 15, JUL 12, SEP 44, OCT 10, NOV 34

11. SUMMARY

The President and the BODs offer a sincere debt of gratitude to our many volunteers, committee members, members, non-members, speakers, and interested third parties for making 2022 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. Thank you!

12. LIFETIME MEMBERSHIP AWARD

- Daniel Yeh

- Laura Guy

- Sasi Mudumba

13. LOOKING AHEAD TO 2024

Nominating Committee:
- Kim Walker
- Daniel Yeh
- Olivia Yu

2024 Board of Directors
Election closed: 30 November 2023

Table 12: 2023 Election Outcome

Board of Directors for 2024		
Title	**Name**	**Continuing/Elected**
President	Kim Walker	Elected
President-Elect	**Laura Guy**	**Elected**
Past-President	Olivia Yu	Continuing
Secretary	Blake Schouest	Continuing
Treasurer	Daniel Yeh	Continuing
VP of Education	**Jing Li**	**Elected**
VP of Member Relations	**Blake Schouest**	**Elected**
VP of Mentoring	Amanda Richter	Continuing
VP of Programs	Jamie Brugnano	Continuing
Co-VP of Programs	Clara Feider	Elected
VP of Website & Communications	**Jennifer Wampler**	**Elected**

Education Committee
- RAC Preparatory Sessions - Drugs
- RAC Preparatory Sessions - Devices
- Packages include live online zoom format and pre-recorded sessions, accompanied material (slide decks), and access to RAPS study material discount.

Mentoring Committee
- *Feb: Introduce 2023 Mentoring Program at Open House*
- *Mar: Mentoring Program Orientation and Mentee/Mentor Applications due*
- *Apr-Oct: 6-month Mentoring Program*

Programs Committee
- *March: Consulting as a Viable Career Path*
- *April: 5 Most Common Errors in Startups and How to Develop a Regulatory Strategy for Startups*
- *May: Risk Management according to ISO 24971*