香港糖尿科護士協會有限公司
Association of Hong Kong Diabetes Nurses Limited

Minutes of the 63rd AHKDN Council Meeting

Date: 4th May 2023 (Thursday)

Time: 18:30

Venue: Zoom meeting

Present

Ms Loo Kit Man	President	
Ms Leung Yat Sze, Annie	Vice-president	
Ms Yee Shun Wah, Amy	Honorary Secretary I	CCWG Representative, EBP
Ms Yeung Chau Wan	Honorary Secretary II	
Ms Lam Yuen Hung	Treasurer	Diabetes Hong Kong Representative
Ms Yeung Hoi Ming, Theresa	Head of Education	
Ms Lam Yee Ching	Head of Publication	
Ms Chan Cheuk Man	Head of Communication	
Ms Chan Oi Ying, Sarita	Council Member	Diabetes Hong Kong Representative
Ms Chang Lai Fan, Helen	Council Member	Diabetes Division of HKSEMR Representative
Dr Kwan Yee Mei, Jo Jo	Council Member	Membership
Ms Mok Pik Hung, Maisy	Council Member	Youth Diabetes Action Representative
Ms Wong Ka Chee, Karen	Council Member	
Ms Hung Siu Chan, Veronica	Council Member	

		Responsible staff
1.*	**Confirmation of the minutes of the 62nd AHKDN Council Meeting** ● The 62nd minutes was adopted without amendment.	
2.	**Matter Arising**: reported by Ms Kit Man Loo ● Confirmation of part-time clerk Ms Nina Chan's contract: 1st April 2023 to 31st Mar 2024 with $130/hr. ● Confirmation of part-time clerk Mr Ken Yu's contract: 8th May 2023 to 31st Mar 2024 with $120/hr. ● Sanofi 控糖者聯盟: educational script for DMTV(Sanofi) in Facebook – outside work application Some colleagues reflected HA rejected outside work applications due to wordings, "supported by Sanofi" was found at the end of the of script. AHKDN decided not to display author's name in the script.	
3.	**15th AHKDN AGM** on 24th June 2023 (Sat) ● Drug company sponsors: to be confirmed later	

	● E-poster & backdrop design (sponsor companies' logo will be shown on bottom of the poster but top of the backdrop) will be prepared by part-time clerk Mr Ken Yu ● Venue banner set up: Ms Lam Yuen Hung ● Program book: preparation work was in progress by Ms Yee Shun Wah and ● Gift budget: gifts for members $22,000, gift for 4 presenters $150-200 ● CNE application: presenters' CV & abstract will be collected by Ms Loo Kit Man ● Guest invitation for symposium and dinner: email invitation and AGM rundown will be sent to invited guests such as Chairman of DHK, HKSEMR, HKCMN, YDA, Prof. Karen Lam, Prof. Juliana Chan, Prof. John Ma, Prof. Ronald Ma, etc. ● Enrollment form was confirmed as follows: ◆ for member: free for symposium with QR code registration online, dinner only $100, or AGM with dinner $100 ◆ for non-member: symposium $50 ◆ deadline: 31st May 2023 ◆ Collection of enrollment form: Ms Leung Yat Sze, Annie ● Capacity: ◆ For symposium and tea buffet: approximate 100 person ◆ For dinner: 6-7 tables ◆ will be followed up by Ms Chan Cheuk Man for actual venue capacity for both symposium and dinner ● Participants ratio: ◆ Planned 80% for members, 20% for non-members, will be reconfirmed after deadline ● Souvenir for symposium: ◆ Umbrella bags with AHKDN logo : souvenir in symposium ◆ Towels 20-30pcs, Bayer's bag 70-80pcs (remaining souvenirs from past events) ● Transportation of materials and souvenirs: will be delivered by van services ● Achievement award abstract will be posted in Newsletter after the event but not in the AGM program book: agreed by all committee members	Ms Chan Cheuk Man Ms Loo Kit Man
4.	● **ESDlife's invitation for provision of expert advice on the press release for the survey of "Awareness and Knowledge on Diabetic Foot among Hongkongers"** ◆ Agreed by committee members for support ◆ 3 pics available and contents for comments: will be replied by Ms Kit Man Loo	Ms Loo Kit Man
5.	Invitation as supporting organization or co-organizer, reported by Ms Kit Man Loo ● Diabetes preventing the preventable (DPP) Forum 2023 will be held on 7th May 2023 (Co-organizer with Asia Diabetes Foundation) ● Congress for People with Diabetes 2023 will be held on Sunday 21st May	Ms Kit Man

	2023 at Grand Hall, 1/F, 12W, Phase 3, Hong Kong Science Park. (supporting organization) ◆ Exhibition booth: manpower and educational materials for distribution will be arranged by Ms Kit Man Loo ◆ Main theme: 舞動健康 standing exercise ◆ Educational materials distributed to public with 1000 pcs for the event: A4 size paper material with 舞動健康 and other useful websites and educational video or information links displaying in QR codes ◆ Material transportation: delivery van service and agreed by all members ◆ Souvenir: umbrella cover 600pcs ◆ Notebook for playing video: prepared by Ms Mok Pik Hung, Maisy ◆ Volunteers will be recruited from DM Centers ● Evening Symposium – 'How rtCGM Changes Diabetes Management' co-organizer with DHK. It will be held on Wed 7th Jun 2023 ● 5th Diabetologist and Endocrinologist Alliance (DEA) AGM will be held on 17th June 2023 (Saturday) from 1 -5 pm at the Langham Hotel, (Supporting organization) ● KDIGO Summit on Cost-effective Implementation of Clinical Practice Guideline (AHKDN as supporting organization) on 14th July (Fri) – 16th July (Sun) 2023 ◆ Ms. Kit Man Loo was invited as a speaker on "Patient Education, Empowerment and Engagement" ● Asia-Oceania Conference on Obesity 2023 (AOCO 2023) will be held on 4-6th August 2023 at the Hong Kong Convention and Exhibition Centre, Hong Kong. (AHKDN as a supporting organization)	Loo
6.	**Bayer (Eyelea):** the editing of 5-mins video production on DM retinopathy was in progress	Ms Sarita Chan
7.	**Evidence-based Practice (EBP) Committee evaluation** ● Ms Yee Shun Wah reported the evaluation of the workshop on "Application of point-of-care ultrasound to detect insulin-induced lipo-hypertrophy" on 25th March 2023: 38 nurses joined, 17 participants did not response for the evaluation form. Over 90% strongly agreed with the workshop was useful and practical. The non-response evaluation will be followed up by Nina and Ms Yee Shun Wah	Ms Yee Shun Wah
8.	**Re-design AHKDN website:** ● Work for re-design of website was postponed ● Official AHKDN email address was available and will be posted on AHKDN website	Ms Loo Kit Man
9.	**Educational activities** ● DM course was updated as follows: ◆ Total 10 lectures – it will be postponed to Sep 2023	Ms Theresa Yeung, Ms Jo

	◆ Format: Zoom ◆ New topic will be added: primary care with pre-DM, HT, dyslipidemia, metabolic syndrome, etc. ◆ Speakers invitation – in progress ◆ Course details will be discussed at the end of the coming AGM event ● DM exercise video on muscle resistance training (Sanofi) work was postponed until July 2023 and the planned project will be ended on 31st March 2024	Jo Kwan, and Ms Yeung Chau Wan Ms Loo Kit Man, Ms Helen Chang, Ms Yeung Chau Wan
10.	**Membership update**, reported by Dr. Jo Jo Kwan ● 168 active members ● New type of membership: Senior member for aged ≥ 60 years old active ordinary members with a discount of the annual fee $50	
11.	**Report from the Sub-committee** ● AHKDN Newsletter Committee ◆ No recent update ● Clinical Work Group on Diabetes Nursing Accreditation (Reported by Ms Amy Yee ◆ 1 applicant, MCQs for examination were ready	
12.	**Report from related Association and Society** ● Hong Kong College of Medical Nursing (HKCMN), reported by Ms Lam Yuen Hung ◆ MCQ exam for DM nurse: 13th May 2023 ◆ 3 potential nurses for Fellow Exit examination that will be conducted in Dec 2023 ◆ Office relocation was planned in July 2023 ● Hong Kong College of Medical Nursing (HKCMN) AGM lunch, reported by Ms Loo Kit Man ◆ ClubONE (尖東薈) 10th June 2023 (Saturday) 11:00 – 14:30, ($100 per person) - 12:30 - 14:30 Lunch Reception (1 table reserved, all members of EBP group, Newsletter, AHKDN subgroup members are welcomed to join) ● Diabetes Hongkong (DHK) meeting on 30th March 2023: Reported by Ms Sarita Chan ● DHK supported proposal of 'Say low to Sugar' by medical students of HKU aimed to advocate policy change of food labelling ◆ AstraZeneca co-operation project: 糖尿偵察學院 video series for DM kidney, DM heart, etc. ◆ Evening symposium: 'How rtCGM Changes Diabetes Management' co-organizer with DHK will be rescheduled to 7th June 2023 ◆ The 2-year CGM project for young people with diabetes sponsored by Jockey Club Charities Trust will be opened for application	Ms Loo Kit Man

	◆ The opening of new centre of YDA at Cheung Sha Wan will be on 15 Apr 2023 ◆ DHK supported the 6th EDMHK and the 25th EMW symposium ◆ Coming events: Patient Congress on 21 May 2023 , Healthy Run 2024, Newsletter's topic will be DM centre and cancer ◆ AGM of DHK will be held on 31 Aug 2023 ● Diabetes Division (DD) and HKSEMR meeting held on Jan 2023: ◆ No recent update ● Youth Diabetes Action (YDA), reported by Ms. Maisy Mok ◆ 2-year CGM project 'Jockey Club Support for Young People with Diabetes Program' was sponsored by Hong Kong Jockey club referral details and logistic will be available in the coming webinar for public in June 2023. ◆ YDA – new address is in Lai Chi Kok. ◆ Coming events: YDA camp will be held in Oct 2023 ◆ YDA photo for AGM in program book will be traced by Ms Mok Pik Hung, Maisy	
13.	AOB ● Reported by Ms Loo Kit Man, a nurse training workshop and theory course for detection of lipohypertrophy with hand-held Ultrasound devices as on-going training program in China now. Further details will be provided by BD in June 2023. ● Committee members enquired for YDA Type1 CGM participant list to facilitate DM nurses for preparation. It will be followed upby Ms Mok Pik Hung ● Reported by Ms Yee Shun Wah for the progress of A 3-session CGM/FSL education protocol. It was uploaded to the AHKDN website: e-book software had not been purchased yet and will be followed by Nina. ● Dr JoJo Kwan invited members to encourage own centre staff to submit projects to AGM achievement award and green award ● Acknowledge of the donation will be announced at the end of AGM symposium and thank you letter to the 亞洲抗衰老協會 by Ms Loo Kit Man	Ms Loo Kit Man Ms Mok Pik Hung Ms Yee Shun Wah and Nina All committee members Ms Loo Kit Man
13.	Date and venue of the next meeting date will be announced on the 24th June 2023 at CityView after AGM dinner	

The meeting was adjourned at 20:30

Loo Kit Man
President (2022-2024)

Yeung Chau Wan
Hon. Secretary II (2022-2024)