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

Minutes of the 65th AHKDN Council Meeting

Date: 1st Dec 2023 (Friday)
Time: 1900-2200
Venue: Meeting Room, 6/F, V&G Business Centre, 7-9 Austin Avenue, TST

Present

Ms Loo Kit Man	President	
Ms Leung Yat Sze, Annie	Vice-president	
Ms Yeung Chau Wan	Honorary Secretary II	
Ms Lam Yuen Hung	Treasurer	Diabetes Hong Kong Representative
Ms Lam Yee Ching	Head of Publication	
Ms Chan Cheuk Man	Head of Communication	Diabetes Division of HKSEMR Representative
Ms Chan Oi Ying, Sarita	Council Member	Diabetes Hong Kong 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	

Absent

Ms Yee Shun Wah, Amy	Honorary Secretary I	CCWG Representative, EBP
Ms Yeung Hoi Ming, Theresa	Head of Education	

		Responsible staff
1.	**Confirmation of the minutes of the 64thAHKDN council meeting minutes and Update on AGM report.** ● The 64th AHKDN council meeting minutes was adopted without amendment ● Update on the 15th AHKDN AGM by Ms Kit Man Loo - AGM with a total of 122 enrollments: 107 physical attendants, incl. non-members - Dinner: 78 enrollments (including 5 guests), 3 absent (total 7 tables) - AGM expenses were updated by Ms Yuen Hung, Lam. All sponsor payments were received.	
2.	**The 61st minutes council meeting minutes are amended and endorsed as follows:** **"10. Report from the Sub-committee** a) Reported by Ms Karen Wong: - 26th Nov 2022: ~~47~~ "35" attendants on Zoom, ~~36~~ "46" attendants attended the on-site education seminar and workshop	
3.	**Matters Arising, reported by Ms Kit Man Loo** ● Ms Loo reported the nurse speaker sponsorship was adjusted from a total of $12000 (Air ticket $4000, hotel $4000, honorarium $4000) to $9000 (air ticket $5000, hotel $2000 and honorarium $2000) for ADES in Singapore on	

	27th to 28th October 2023 ● The hosting account's (expired on 17th Oct 2023) payment was settled by Ms Yuen Hung Lam ● Ms Loo reported that 10 BD sales representatives visited PWH DM Centre on 19th Sept 2023. The focus of the visit was to introduce their new dressing products. Also, a medical doctor shared his own experience using the China handheld USG machine to detect lipohypertrophy. If AHKDN members wanted to organize the USG train-the-trainer workshop, he claimed that he was the only trainer from the BD company. As HCP training was prohibited to be run in China for the coming 1 year. AHKDN needed to arrange the venue and patients in Hong Kong. All members agreed not to cooperate with BD to organize USG course for lipohypertrophy in HK. - Sanofi proposed to organize a lecture on concentrated insulin for general nurses. The proposal was not supported as AHKDN could not reach all general nurse members in Hong Kong. Ms Loo suggested Sanofi to work with the Association of Hong Kong Nursing Staff as they have more general nurse members. - One of the doctor representatives from Diabetologists and Endocrinologists Alliance may consider inviting AHKDN to be the co-organizer / supporting organization for their annual AGM. ● Ms Loo (for Ms Theresa Yeung) reported that the Nursing Council required the CV of some AHKDN council members ~~of~~ for the renewal of CNE provider application. Ms Yeung will announce the details of the information later. ● **Sanofi 控糖者聯盟**: The educational script for DMTV(Sanofi) will not be posted on Facebook anymore as informed by Sanofi. The reply from Sanofi for the original scripts request is still pending due to a shortage of manpower. ● **Bayer (Eyelea):** 5-mins video production on DM retinopathy was completed and uploaded at AHKDN website ● **Collaboration program with Jockey Club: "Diabetes education programme for Minority group" –** Ms Loo reported that the project in-charge had been taken maternity leave till Dec 2023. Ms Loo thanked Ms Sarita Chan and Ms Veronica Hung to help out this project. ● **Celebration Banquet for The 74th Anniversary of the Founding of the People's Republic of China** by The Association of Hong Kong Health Care Professionals (衛生服務界慶祝中華人民共和國成立 74 周年晚會), A Programme Magazine was received with AHKDN logo and the name of the President as an acknowledgement of our sponsorship.	
4.	Evaluation of the lay programme of the 25th Diabetes & Cardiovascular Risk Factors – East Meets West Symposium. ● Ms Loo thanked 11 volunteer staff who helped in the EMW Lay Programme on 23 Sept 2023 at Science Park. ● ~ Around 200 AHKDN souvenir gift bags were distributed	
5.	**DM exercise video on muscle resistance training (Sanofi), reported by Ms Kit**	

	Man Loo ● Zoom meeting was held on 15th Nov 2023 with Ms Anna Bella ● Group member: Ms Kit Man Loo, Ms Annie Leung, Ms Maisy Mok, Ms Chau Wan Yeung ● Physiotherapist representative from Hong Kong Physiotherapist Association: Ms Anna Bella Suen (Ms Eva Chun and Ms Joey Cheng also joined later) ● Proposed 3 videos 1) general knowledge (animation), 2) upper limbs ex, and 3) lower limbs ex (each 5mins) ● Ms Anna Bella enquired if any honorarium for this activity as an incentive to invite physiotherapist helpers easier. Ms Loo will sort it out with Sanofi representative: Mr Peter Lam (Senior Product Manager)	Ms Kit Man Loo
6.	**Update on Diabetes and Management 2023 course, reported by Ms Yee May Jo Jo, Kwan:** ● Commenced on 10th Oct 2023 ● Total 10 lessons ● CNE provided for 80% attendance ● Total income $49200 Finally, 51 students enrolled. One student attending the 2nd and the 3rd lecture was found to have an incorrect cheque payee for the course, she refused to provide full but partial payment for the course as she wanted to withdraw as no time to attend the remaining lectures. ● All council members rejected her partial payment request and suggested to send a formal letter to this student to complete the full payment. ● Members suggested direct payment to Fubon Bank Account for the future AHKDN activities to minimize administrative work	Dr Jo Jo Kwan
7.	**Social event for AHKDN member, suggested by committee members:** ● Member proposed to conduct the social event in March 2024 and date to be confirmed ● On Saturday 2hrs workshop (1400-1600): 1) Jao Tsung Academy, 2) Cham Shan Monastery event, 3) Tsz Shan Monastery event, 4) stress management with members' sharing, etc ● Dinner: buffet, BBQ ● Details will be discussed in What's App	Ms Siu Chan Hung Veronica & Dr Jo Jo Kwan
8.	**The 16th AHKDN AGM** ● Date: 22nd June 2024 ● Venue: CityView Hotel ● Table for dinner: around 6 ● Theme: - 1st topic: mindfulness in application and benefits by FM doctor (Ms Veronica Hung will try to invite the speaker 李錦培教授) - 2nd topic: food & eating in food psychology / mindful eating (Ms Karen Wong will try to invite the speaker) ● MC of AGM: will be confirmed later ● MC of dinner: will be confirmed later ● Organisation committee gifts/ souvenirs: will prepared by Ms Kit Man, Loo	Ms Veronica Hung Ms Karen Wong

	● Company sponsor: $12000, (invitation letter will be prepared by Ms Kit Man, Loo) - Novo company suggested sales representatives' chitchat in the event: rejected by members ● AGM program book, QR code, walking booth from Sales web: will be confirmed later ● E-poster & backdrop design: by part time clerk Mr Ken Yu ● Gift budget: gifts for members $22000 ● Council election: will be confirmed later ● Enrolment: will be confirmed later	
9.	**Membership update, reported by Dr. Yee Mei Jo Jo, Kwan** ● Announced:145 active members: 96 ordinary incl seniors, and 49 associate ● 2023-2024 members new joined: 3 ordinary, 13 associate ● 2022-2023 withdraw members: 27 ordinary, 13 associate ● Renewal of membership application form is in progress ● Annual membership payment issue: wrong status with the ordinary member but pay as an associate member and takes time to follow - Suggested sending all members' status with QR code together and member renewal form (agreed) - Upload the member lists in AHKDN web site (agreed) - Suggested non-refundable if wrong membership fee payment	
10.	**Report from Sub-committee** ● **Evidence-based Practice (EBP) Committee, reported by Ms Ka Chee Karen, Wong:** - **Lipohypertrophy pamphlet**: comments received from members Suggested to use the photos/ cartoons without copyright issues when designing the pamphlets ✧ Ms Wong thanked Anna, Emily, and Cherry for the revision of the video and designed the pamphlet. AHKDN members will further revise the pamphlet ✧ Lipohypertrophy video: Suggested to post in HA SAG website, another academic association/ society - **CGM (AGP) protocol on "CGM education for Type 2 Diabetes"**: ✧ comments by Kit Man, Loo, target range: "4 change to 3.9" ✧ Comments by members regarding the wording of "Android" replace by "Android phone", "IOS" by "iPhone", Ms Ka Chee Karen, Wong will follow ✧ Details will be discussed later ● **AHKDN Newsletter Committee, reported by Ms Yee Ching Lam** - Newsletter design and production in progress by part-time clerk Mr Ken Yu and he will send out the draft to the Newsletter committee group before mid-Dec 2023.	Ms Karen Wong
11.	**Report from the related Association and Society** - Ms Amy Yee reported the 6th EDM annual meeting was held on 28-29th Oct 2023, offered 64 complimentary quotas	

	● **CCWG reported:** - No update on CCWG ● **Hong Kong College of Medical Nursing (HKCMN), reported by Ms Yuen Hung, Lam** - 1 candidate will attend the Viva examination on 9th Dec 2023 - 1 candidate joined as associate members ● **Diabetes HongKong (DHK) meeting was held on 25th Oct 2023, reported by Ms Sarita Chan** - 精明控糖資訊日 was held on 25th Nov 2023 via online live broadcast by doctors on diabetes heart and complication screening - Colgate: DM and periodontal disease video will be uploaded in DHK Youtube Channel and Facebook page (aim to be finished in 4Q 2024) - Sunlife: 親子健康餐飯盒設計比賽 in 2024 - Merck: 新城健康管家: 糖尿病的成因及治療 by Dr. Tellus Ng and would be broadcast and review at YouTube of 新城財經台+新城知訊台) in Nov 2023 - Novo Nordisk: planned「控糖 100 分自主人生」event on photography competition in Jan 2024 - Bayer: Management of Diabetes Kidney Disease: Current Knowledge and Practical Insights was held on 23rd Nov 2023 at the Langham Hotel - Walk for Diabetes was held on 5th Nov 2023 at Wu Kai Sha - Healthy Run in Jan 2024 - Newsletter topics: Erectile Dysfunction 控糖者的知性人生 by Dr Jason Ng, other topics in DM and Cancer ● **Diabetes Division (DD), HKSEMR, reported by Ms Cheuk Man Chan** - no meeting recently - Gala dinner on 17th Dec 2023 ● **Youth Diabetes Action (YDA), reported by Ms Maisy Mok** - Patient conference was held on 18/11/2023 - YDA Xmas party will be held on 17th Dec 2023 - Children camp was held from 21-22nd Oct 2023, plan next year camp to be run in Oct 2024 - YDA Little Rainbow for CGM application deadline will end in Dec 2023	
12.	**AOB** ● Part-time clerk payment was settled in 2Q 2023 and the next payment will be settled in 4Q 2023. ● The official AHKDN email address (Roundcube webmail) is still unable to send Emails to the Gmail address due to website server problems, as known that it's the design problems since the website site up. As the web design company was closed and it's unable to follow now. Therefore, Ms Kit Man Loo suggested keeping the present AHKDN website and email setting, and agreed by the council members ● Reported by Kit Man Loo: present EMW offered 10 quotas for AHKDN members (as Co-organizer for lay programme) which was inadequate as AHKDN had input a lot of manpower and resources to run the Lay Programme. She suggested Prof. Chan to provide more quotas for the AHKDN members in the coming event and heard that Prof Chan agreed	

	preliminary	
13.	The date and venue of the next meeting date will be held on 1st March 2024 1900-2200 in Meeting Room, 6/F, V&G Business Centre, 7-9 Austin Avenue, TST	

The meeting was adjourned at 2200



Loo Kit Man
President (2022-2024)



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