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

Minutes of the 67th AHKDN Council Meeting

Date: 17th May 2024 (Friday)
Time: 1900-2200
Venue: Meeting Room, 6/F, V&G Business Centre, 7-9 Austin Avenue, TST

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 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 Lam Yee Ching	Head of Publication	

1.	**Confirmation of the minutes of the 66th AHKDN Council meeting minutes** Amended: **"9. Membership update, reported by Dr. Jo Jo, Kwan** - 148 active members: 96 ordinary members including 8 seniors, and 52 associate members with 3 new members added"	
2.	**Matters Arising** ● Ms Lam Yuen Hung reported the present payment method with bank deposit service or e-banking (FPS) and suggested to write down name and membership number in payment slip and attached renewal form as well for easy identification. The new payment method on FPS may not be considered at the moment ● The design of the lipohypertrophy pamphlet has been assigned to part-time clerk Mr Ken Yu. A WhatsApp group has been formed including Ms Wong Ka Chee Karen, Ms Yee Shun Wah Amy, Ms Leung Yat Sze, Annie, Ms Loo Kit Man, Ms Emily Chan, and Mr Ken Yu for the pamphlet design. ● Regarding the CNE application as a co-organizer, an AHKDN member should be included in the programme committee. Dr Kwan Yee Mei Jo Jo suggested to	

	add 1 AHKDN council member to ~~at~~ each programme committee/ planner ~~in~~ next year ● Ms Loo Kit Man announced to keep present AHKDN designated email address	
3.	**The progress of the renewal of the Nursing Council CNE provider, reported by Ms Yeung Hoi Ming, Theresa** ● CNE provider application approved for the period from 12 March 2024 to 11 March 2027 ● New CNE application form is pending	
4.	**Diabetes Preventing the Preventable (DPP) Forum 2024 was held on 5th May 2024, reported by Ms Yee Shun Wah Amy** ● Ms Yeung Chau Wan helped to co-chair one of the sessions ● AHKDN nurse participants: 57	
5.	**Social event for AHKDN members on 9th March 2024, reported by Dr Kwan Yee Mei Jo Jo and Ms Hung Siu Chan Veronica** ● No default at this event ● Yoga only: 4 ● Dinner only: 15 ● Yoga + dinner: 16	
6.	**Abbott Diabetes Care (ADC, APAC) seminar** ● **"To the Next-Level of Liberation in Diabetes Care" will be held on 28th May 2024 at Langham Hotel** - All members supported AHKDN being the co-organizer of the event with the HKSEMR - 4 speakers are invited and Ms Loo Kit Man was invited to co-chair the session - Planned to apply for 1.5 CNE points - Requested by Abbott for a letter of no administration fee agreement and it will be followed up by Ms Loo Kit man - Program directors: Ms Loo Kit Man, and Dr Victor Hung ● **Prof Margaret McGill to provide a CGM talk on 12th or 13th July 2024 for Abbott Diabetes Care (ADC, APAC)** - **The program is still under planning by Abbott and Ms Loo Kit Man expressed AHKDN's decision to Abbott that AHKDN wanted to** invite Prof Margaret McGill for dinner ● **Abbott invited AHKDN to design a patient food diary:** all members rejected	Ms Loo Kit Man
7.	**Sanofi Exercise video progress reported by Ms Loo Kit Man** ● 3 videos production with 1) theory (animation), 2) upper limbs ex, and 3) lower limbs ex (5mins each) ● 5mins video on theory (presented by animation) will be completed and	

	posted in the coming AGM in June 2024 ● limb exercise video production will be started after the completion of 1st video	
8.	**6th Annual Scientific Congress Diabetologists and Endocrinologists AGM: Exploring the role of injectable medications in manage diabetes patients with different weights, will be held on 15th Jun 2024 at Langham Hotel,** ● All members supported AHKDN being the supporting organization ● Ms Yeung Hoi Ming, Theresa will be the panelist on "Workshop – sick day and peri-operation management of diabetes"	
9.	**EMW Symposium** will be held on 5th & 6th Oct 2024 at Hong Kong Convention & Exhibition Centre. (AHKDN as Co-organizer of Lay Programme) ● Ms Theresa Yeung was nominated as chairperson of the Lay Programme. ● Ms Cheuk Man Chan was nominated as the programme committee member ● The complimentary registration for AHKDN members in the Scientific programme: unlimited	Kit Man
10.	**The 16th AHKDN AGM** ● Date: 22nd June 2024 (Sat) 1345-1845 ● Speakers' abstract: Pro Eric Kam Pui Lee's is available, Dr Vivan Man Wai Yu's still pending ● Host table: 1 to 2 (silver colour tablecloth) ● Job role: - Venue preparation: Ms Chan Cheuk Man - Timetable finalized by Ms Loo Kit Man - CNE application: Ms Leung Yat Sze Annie - MC for AGM: Ms Emily Chan and Ms Anna Chui - MC for dinner: Ms Theresa Yeung Hoi Ming & Ms Yeung Chau Wan - MCs will arrange group photo sessions during the event - The backdrop of the AGM will be followed by Ms Loo Kit Man and Mr Ken Yu - Photographer: Ms Yee Shun Wai Amy - Table list: Ms Leung Yat Sze Annie, - Enrollment form & Certificate design: Mr Ken Yu - Gift (Cheque) for speakers: prepared by Yuen Hung - Computer: Ms Lam Yuen Hung will bring Ms Nina Chan's notebook. Backup notebook by Ms Yeung Chau Wan - Guest invitation: Ms Loo Kit Man ● Program book: 16 pages and content was finalized ● No need for Google form in QR code for election counting (applicants just meet the numbers of requirement)	Ms Yee Shun Wai Amy Ms Yee Shun Wai Amy

	● Souvenir for participants in AGM: souvenir bag, drug info, umbrella bag, and small storage bag by BD, traveling socket by Ascensia ● Sponsor companies: - Verbally agreed: Abbott (pending), Ascensia, AstraZeneca, Eli Lilly (pending), Novo Nordisk(pending), Roche, Sanofi (pending), Boehringer Ingelheim, Novartis - Declined: BD (sponsor souvenir), Celiki, Medtronic	
11.	**New Enrollment list of 2024-2026 AHKDN Council Members, reported by Ms Wong Ka Chee Karen** ● 15 council member applications were received ● All the associate member applicants should be upgraded to ordinary members before the council election.	
12.	**Report from Sub-committee** ● **Evidence-based Practice (EBP) Committee, reported by Ms Leung Yat Sze Annie and Ms Loo Kit Man** - Mr Ken Yu would resume the art work of "Lipohypertrophy and injection site rotation pamphlet" after the completion of AGM tasks. - The next meeting will be held on 21st May 2024 ● **AHKDN Newsletter Committee**: no update ● **Clinical Work Group on Diabetes Nursing Accreditation**: no update	
13.	**Report from the related Associations and Societies** ● **Hong Kong College of Medical Nursing (HKCMN), reported by Ms Kwan Yee Mei Jo Jo** - Meeting will be held on 27th June 2024 for the issue of rename of HKCMN to HKAMN (Hong Kong Academy of Nursing and Midwife) - Next update CNE course will be organized in Sept 2024 and the organized specialty is still in consideration - Every college has to submit 3 existing journals for nurses to gain CNE, and the HKCMN has chosen 3 topics in DM, Renal, and Stroke in MCQ format - 1 new fellow member in Oct 2024, and 3 candidates are pending submit the dissertation - Advocate for recruitment of fellow training from mainland China with the same requirements as Hong Kong - Renewal of expired membership is available with a late charge of $250 - Co-operate seminar with Chinese medicine will be held on 23rd Nov 2024 - The coming AGM will be held on 21st Sept 2024 ● **Diabetes Hongkong (DHK) – Sarita and Yuen Hung** - Zoom meeting was held on 14th Mar 2024 - DHK co-organized with HK Society of Nephrology to conduct dinner	

	symposium: "Pillars of Therapy for Cardiorenal Protection in Diabetic Kidney Disease on 2nd May 2024 at Langham Hotel - DHK as a supporting organization in EDMHK on 26-27 Oct 2024 and EMW on 5-6 Oct 2024. - The possible venues for Walk for Diabetes 2014 including Wu Kai Sha Youth Village and Tai Po Waterfront Park. Prof. Alice Kong heard from Dr. Simon Wong, Department of Surgery that the obesity walk would be held at campus of CUHK. Prof. Alice Kong would explore the feasibility to book the campus of CUHK for Walk for Diabetes. - Newsletter topic: on AI, and 2 patients for case sharing by Ms Shimen Au - Mr. Vincent Chan designed picture booklet "我的穿梭機" and will be printed by DHK. The copies will be sent to primary schools, DM centers, Patient Resource Centre and DM related associations. - Medtronic proposed to make an insulin pump booklet aimed to inform the milestone and advancement of insulin pump technology., Prof, Ronald Ma, Dr Raymond Hui (DHK), Dr Janson Ng (YDA), and selected patients will be invited for interview. - Sunlife: 親子健康餐飯盒設計比賽 deadline on 2nd June 2024 - The next meeting will be held on 30th May 2024 ● **Diabetes Division (DD), HKSEMR:** no update ● **Youth Diabetes Action (YDA):** no update	
14.	**Reported on the key responsibilities and job descriptions of each post/society representatives** ● Ms Loo Kit Man reported the work of President ● Ms Lam Yuen reported the work of Treasurer ● Ms Chan Oi Ying Sarita reported the work of DHK representative ● Ms Kwan Yee Mei Jo Jo reported the work of Membership ● Reminded to fill the job list in table form (via email) for the coming committee members' handover progress	All in-post council members
15.	**Membership update:** ● Expired membership renewal: suggested for delay charge $100 for administration fee rather than new membership fee and keep the original membership number and will proceed in 2025 ● Not considered for life member. Will update senior membership in the AHKDN website and seek proper endorsement from AHKDN members in the coming AGM.	
16.	**AOB** ● Ms Loo Kit Man has the following suggestion to reform after AGM: - suggested to delete photo and CVs parts for new AHKDN member	

	application form and edit the renewal of membership form. ● Ms Loo Kit Man reported her colleague as a previous AHKDN member and already renewed the membership by cheque last year but found membership still expired. Members agreed to renew as effective member if she can provide evidence to proof the payment ● Ms Sarita Chan suggested dissolving EBP subcommittee as duplicate with the project in HA. Ms Mok Pik Hung Maisy commented that AHKDN EBP projects focus on the community SAG in HA and new guidelines can assess CCDS. No conclusion at this moment. ● Ms Lam Yuen Hung reported the present AHKDN cheque signed by Ms Hung Siu Chan Veronica, and Ms Ho Sau Yee, Ms Wong Ka Chee Karen, Mr Leung Sum Ming, (some of them are not existing council members); and the bank statement still on post to Ms Ho Sau Yee. Ms Mok Pik Hung Maisy suggested online e-banking for online statements and bank operations, the postal address can change to Auditor's office, and need to change designated persons for cheque signature later ● The AHKDN financial documents and AHKDN membership forms are kept by Ms Lam Yuen Hung now. Ms Loo Kit Man suggested to keep by Auditor for storage in legal time. Ms Lam Yuen Hung will contact the Auditor for the arrangement ● Ms Lam Yuen Hung stated present financial Excel Software (in Ms Nina Chan's computer) will be expired shortly: approved to renew and payment will be followed by Ms Lam Yuen Hung and Ms Nina Chan ● Ms Loo Kit Man suggested sending email reminder to former members by part-time clerk to invite them to rejoin AHKDN ● Attendance of ordinary and association number counting at the AGM is not designed yet, will discuss later	
17.	The date and venue of the next meeting date will be held on 19th June 2024 1800 via Zoom meeting	

The meeting was adjourned at 2200





Loo Kit Man
President (2022-2024)

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