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

The 69th AHKDN Council Meeting Minutes

Date: 6th Sept 2024 (Friday)
Time: 10:00am
Venue: Zoom

Present

	Name	AHKDN Post
1	Ms. Loo Kit Man	President (The Chairperson)
2	Ms. Leung Yat Sze, Annie	Vice-President
3	Ms. Yee Shun Wah, Amy	➢ Honorary Secretary I, CCWG Representative ➢ Chairperson of EBP
4	Ms Sin Wai Man, Celia	Honorary Secretary II
5	Ms Chan Wing Shan, Miranda	Treasurer
6	Ms Kwok Kam Ping	Associate of Treasurer
7	Ms Hui Kit Ming, Camille	Head of Communication
8	Ms Chan Cheuk Man	Associate of Communication
9	Ms Yeung Hoi Ming, Theresa	Head of Education
10	Ms Lai Chui Yi	Associate of Education
11	Ms Chan Hoi Man, Daisy	Head of Membership
12	Ms Chan Oi Ying, Sarita	Diabetes Hongkong Representative
13	Ms Sin Po Ying	Diabetes Hongkong Representative
14	Ms. Mok Pik Hung, Maisy	Youth Diabetes Action Representative
15	Ms So Tak Yee, Tammy	HKSEMR Diabetes Division Representative

Advisor

	Dr. Kwan Yee Mei, Jo Jo	Association Affairs Advisor
	Ms Hung Siu Chan, Veronic	Association Affairs Advisor

Minutes

1.	President welcomed the council members for 2024-2026 term.	
2.	Confirmation of the minutes of the 68th AHKDN meeting, handover meeting of AHKDN on 13th Aug 2024, AGM meeting and president report	
3.	Matters Arising ➢ All the documents included all minutes, agendas, reports and financial report should be kept for 7 years ➢ Membership application forms should be kept long-term in soft copy ➢ Rename the person in charge of membership to “Head of Membership” ➢ New AHKDN designated email address (@ahkdn.com.hk) would be set up. Ms Chan Cheuk Man would follow-up this issue	Chan Cheuk Man

	➢ 3-month grace period would be offered for membership renewal ➢ Two old notebooks and one new notebook were not included in the Auditor's record. Disposal of the older notebooks may be necessary. ➢ Cheque-writing would be assigned to the President, Vice President and Treasurers. They needed to go to the bank to make the change by presenting the AHKDN minutes. ➢ Workload of part-time clerks would be reviewed	Loo Kit Man, Annie Leung, Miranda Chan, Kwok Kam Ping
4.	Revised Article of AHKDN (M&A) ➢ It is in the process now and the members would be informed in due course	
5.	All members endorsed payments for 2 Part-time clerks ➢ Ken (25 Jan to 17 Jun 24 = 41hrs x $130 = $5330) ➢ Nina (3 Jan 24 to 25 July 2024 = 108.5hrs x $130 = $14105)	
6.	Evaluation of Seminars ➢ The 16th AHKDN Annual Symposium: evaluation showed positive feedback and income and expenditure reported (expenditure was greater than income, total income ~ $105,000 and the expenditure was $110,000) ➢ Diabetes Preventing the Preventable Forum 2024: 324 attendances with positive feedback ➢ To the Next-Level of Liberation in Diabetes Care on 28 May 24: most considered useful	
7.	➢ 7th Annual Meeting of Endocrinology, Diabetes & Metabolism Hong Kong (EDM HK 2024) – enrolment was in progress. As a supporting organization for this event, there are 80 Complimentary registration places for members.	
8.	EMW Symposium - 5 to 6 Oct 2024 - Hong Kong Convention & Exhibition Centre. ➢ Enrolment (49) ➢ Lay Programme (AHKDN as Co-organizer): meeting held on 5 Sep 2024. The theme would be dementia and health talk. AHKDN booth for the public would be organized with fun activities, and volunteers were being recruited.	
9.	Sanofi Exercise video ➢ 2 videos on muscle-strengthening-exercise with physiotherapists would be produced. The first animated video has been done and the remaining two (upper and lower limbs) were in progress.	
10.	Ascensia sponsorship - IDF World Diabetes Congress 2025 from 7-10 April 2025 (Bangkok International Trade & Exhibition Centre, Thailand) ➢ Members accepted and supported the sponsorship package for 8 nurses (applicants must be ordinary members of AHKDN)	

	➢ An advertisement would be put up at the AHKDN website	
11.	The 17th AGM ➢ The tentative date would be held on 21 June 2025 ➢ The theme would be decided in the due course ➢ A separate zoom meeting will be held to discuss the details ➢ Proposed new arrangement: prepared ~~d~~ name badges and e-Programme book with QR code, online registration and electronic payment	
12.	Bayer HealthCare Limited invited AHKDN & HKSEMR to collaborate on organizing a CKD talk ➢ The event would be held on 7 or 14 Jan 2025 ➢ Administrative fee $4000 would be charged ➢ Ms Loo Kit Man was being invited as one of the speakers. A Council member might be needed as emcee ***Post-meeting note:*** ***The date was scheduled on 14 Jan 2025***	
13.	**I**nvitation from Medtronic to organize Pump education programme ➢ Tentative date: 30 November 2024, 11 or 18 Jan 2025 (two identical sessions) ***Post-meeting notes, only one workshop would be organized on 11 Jan 2025.*** ➢ Venue: the site was sourced by the drug company, probably at Cityview ➢ Role: AHKDN as organizer. Members agreed to charge an administrative fee (Honorarium of council member would be donated to the Council if they are invited as a speaker) ➢ Target audience: DM nurses ➢ Speaker: Local health care professionals ➢ Content: workshop from basic to advanced knowledge (e.g. result interpretation) ➢ One to two Council members might serve as event moderator ➢ Members suggested to set criteria for sponsorship and the Council should have the right for final decision of sponsorship. Further discussion with Medtronic on detailed arrangements would be required.	
14.	Membership update ➢ Membership form: no photo would be required ➢ Revised forms would be developed to facilitate the re-joined members and membership (associate to ordinary member) upgrade. ➢ Both e-payment and cheque would be accepted	
15.	Report from Sub-committee ✧ Meeting of EBP Committee was held on 21 May 2024 and progress was reported including written a lipohypertrohy patient educational pamphlet and ultrasound training. The next meeting would be held on 27 Sep 2024. ➢ Clinical Work Group on Diabetes Nursing Accreditation: no update	

16.	Report from the related Associations and Societies ✧ Hong Kong College of Medical Nursing (HKCMN) 13th AGM of Hong Kong College of Medical Nursing cum Educational Seminar would be held on 21 Sept 2024. ✧ Diabetes Hongkong (DHK) – DHK AGM 27 Aug 2024. The Chairman is Dr. Tellus Ng. One-month insulin pump trial for 10 quotas would be available. Walkathon would be held on 10 Nov 2024 at Pek Shek Kok. ✧ Diabetes Division (DD), HKSEMR – meeting on 31 July was held. Sponsorship from pharmaceutical companies were reviewed. Y's symposium would be organized on 9 Sep 2024. ✧ Youth Diabetes Action (YDA) - No update.	
17.	AOB ➢ The next meeting would be held on 13 December 2024 ✧ A Zoom meeting for AGM would be held on 22nd November 2024	

The meeting was adjourned at 11:50

Loo Kit Man
President (2024-2026)

Sin Wai Man Celia
Hon. Secretary II (2024-2026)