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

The 70th AHKDN Council Meeting Minutes

Date: 13th Dec 2024 (Friday)
Time: 19:00
Venue: Conference Room, 7/F, Block G, PMH

Present

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

Advisor

1.	Dr. Kwan Yee Mei, Jo Jo	Association Affairs Advisor
2.	Ms Hung Siu Chan, Veronica	Association Affairs Advisor

Absent

1.	Ms. Yee Shun Wah, Amy	➢ Honorary Secretary I, CCWG Representative ➢ Chairperson of EBP
2.	Ms Chan Wing Shan, Miranda	Treasurer
3.	Ms Sin Po Ying	Diabetes Hongkong Representative

Minutes		**Action by**
1.	Confirmation of the minutes of the 69th AHKDN meeting minutes.	
2.	Matters Arising ➢ Notebooks are classified as AHKDN inventory and are to be treated as company assets	
3.	Ms Loo reported the revised Article of AHKDN (M&A) would be distributed to the Council Members	

4.	Sanofi Exercise video (animation, upper and lower limbs exercise) ➢ Ms Loo updated that the video animation quality and content need enhancement. Members were encouraged to submit feedbacks on the video.	
5.	Community Programmes 5.1 EMW public programme (5th October 2024): Ms Loo thanked the following individuals for their contributions to the public program: - Ms Chan Cheuk Man & Ms Elke Lai served as MCs for the EMW public programme - Ms Camille Hui, Ms Kit Man Loo & Ms Miranda Chan helped to design the games for the AHKDN booth - 6 nurses from different hospitals volunteered (Ms Wong Wing Mei, Ms Ip Ming Lai, Ms Mabel Ng, Ms Chow Miu Fan, Ms Lam Kit Miu) to run the AHKDN game booth. 5.2 Community Diabetic foot care program organized by Rotary Club of Admiralty: - AHKDN served as the supporting organization, with Ms Tammy So representing AHKDN at the opening ceremony on 14 November 2024. 5.3 Invitation by Wong Tai Sin DHC to write a script for newsletter regarding diabetes caring tips for the public - Ms. Chan Wai Sze (PWH APN) was invited to write the script for the newsletter. 糖尿自我管理好easy.pdf	
6.	Ms Loo updated the following educational seminars 6.1 Optimizing Management of Diabetic Kidney Disease on 14 Jan 2025 (Tuesday) 7pm to 9:30pm at Ballroom A, 2/F, the Langham Hong Kong. (Supported by Bayer Healthcare Limited) - there will be 1 CNE point - Certificates: to explore for printing by Bayer Healthcare Limited and we will get back the attendance record - HK$4000 administrative fee to be charged from Bayer Healthcare Limited *(Post meeting note, the administrative fee was confirmed $3000)* 6.2 Scientific Symposium: Optimizing Outcomes with Automated Insulin Delivery System on 11 Jan 2025 (Saturday). Crystal Ballroom, 2/F, the Cityview Hotel. (Supported by Medtronic) - HK$55,000 budget would be received from Medtronic - Ms Sarita Chan and Ms Daisy Chan to be facilitators - Ms Annie Leung would be responsible for enrollment and CNE	

	application - Currently, there are 76 enrollments. As the quota was limited, current ordinary members and working in the diabetes centres would receive priority registration - 10 quotas are reserved for pediatric nurses, who will be invited by Medtronic - Certificate to be designed by Medtronic	
7.	Ms Loo reported the progress of the training sponsorship 7.1 Sponsorship for the Advanced Technologies & Treatment for Diabetes (ATTD) 18 to 20 November 2024 in Singapore - The council approved two nurses (Ms Anna Tsui and Ms Hung Tsui Shan) to attend the conference. They are responsible for reporting back the learning outcome to the council members after the training. - IDF World Diabetes Congress 2025 from 7-10 April 2025 (Bangkok International Trade & Exhibition Centre, Thailand). Sponsorship was received from both Ascensia Diabetes Care & Roche Diagnostics (Hong Kong) Ltd. Sponsorship advertisement was posted in the AHKDN web site in Sept 2024. - All council members endorsed 8 nurses (Ms. Shimen Au, Ms. Ng Mei Po, Ms. Elke Lai, Ms. Sarita Chan, Ms. Chan Wai Sze, Ms. Sin Po Ying, Ms. Camille Hui, Ms. Karen Wong) to accept the sponsorship offered by AHKDN under the support from Ascensia Diabetes Care	
8.	Ms Daisy Chan updated the following two membership forms ➢ Application for upgrading membership from Associate Member to Ordinary Member ➢ Application for Rejoining AHKDN Membership 2024-2025 All members endorsed the membership forms	
9.	AHKDN new official email addresses (@ahkdn.com.hk) Ms Cheuk Man Chan stated that all the official email addresses were effective	
10.	The 17th AGM Suggested Theme: "Dementia" - Suggested Speakers: Dr. James Luk and Dr. Kenny Chui - Duration: 45 minutes for each talk and 15 minutes for Q&A - Venue: City View Hotel / Telford Club One - Telford Club One quotation: $90,000 for 120 persons (including 120 person tea and 7 tables dinner) - Suggested to prepare e-programme book - Bright Achievement Award - MCs: - * Ms Kwok Kam Ping and Ms Miranda Chan for the symposium.	Ms Loo and all

	- * Ms Theresa Yeung and Ms Elke Lai for the dinner and game. - Photographer: Ms Amy Yee - Enrollment and Seat Arrangement: Ms Annie Leung - Receptionist: Council members to be arranged later - Certificates: Onsite distribution - CNE Application: Ms Annie Leung - Honorarium: HK$1000 for each speaker - Booths: May charge HK$16000, location to be randomly assigned - Organising Committee: Ms Chan Cheuk Man and Ms Camille Hui - Fee: ■ Non-member: $100 for symposium only ■ Member: free for symposium ■ Member: $150 for dinner - Budget for gift: $25000 - Participation: Targeting 7 tables - Ms. Tammy So suggested introducing a DHC program, and all members agreed to do so following the AGM	
11.	Membership update Ms Daisy Chan reported that as of 7.11.2024, there were 162 members and 12 senior ordinary members	
12.	Report from Sub-committee Ms Annie Leung reported the EBP Committee - meeting held on 27 Sep 2024 by zoom - "CGM Education Protocol" was available in SAG website only. Ms Loo Kit Man suggested the protocol may target more on insulin users and provided some comments on the protocol. Since the protocol was developed in 2020, most of the original authors were unavailable. Hence, members agreed not to revise it. - Dexcom G7 education protocol- last meeting was held on 13 Jun 2024. It was agreed to conduct a pilot for launching the education protocol in selected DM Centres (QEH, QMH, OLMH, UCH, TKOH and NDH). Scheduled study period in mid of Aug 2024 to the end of Nov 2025. The next meeting would be held on 2 Jan 2025 - Education pamphlet – Lipohypertrophy: under preparation - EBP / research for systematic rotation - Training for ultrasound for insulin induced lipohypertrohy - The meeting will be suspended pending the identification of a suitable EBP topic for discussion. Clinical Work Group on Diabetes Nursing Accreditation - no update	

13.	Report from the related Associations and Societies Hong Kong College of Medical Nursing - Dr Jo Jo Kwan reported that 1 member passed the examination Diabetes Hongkong (DHK) Ms Sarita Chan updated the membership of the new council, last meeting was on 8 Oct 2024 - Walkathon was cancelled due to the typhoon. Souvenirs will be sent to participants with a donation through DM center or individually at DHK. - Healthy run would be held on 19 Jan 2025 - The next topic for the newsletter will focus on sleep quality. - Patient congress is scheduled to be held on 25th May 2025. Diabetes Division (DD), HKSEMR Ms Tammy So reported that a new president was on board Youth Diabetes Action (YDA) Ms Maisy Mok reported - publicity campaign for raising awareness - CGM program: target to recruit patients <30 years old with type 1 DM (without excluding Type 2 Diabetes), 50 quotas for patients > 30 years old only.	
14.	AOB ➢ Ms Loo would explore the procedure of change of cheque writing approver and the change of Fubon bank account to a new bank ➢ Payment for hosting services for ahkdn@station199.com was made ➢ payment for Zoom account was charged by credit autopay to the last Zoom applicant Ms Yeung Chau Wan and reimbursement was made. Ms Yeung was advised to cancel the subscription right before the next payment is due. (last payment was charged on 21 Oct 2024) ➢ The next meeting would be held on 7 Mar 2025	Ms Loo

The meeting was adjourned at 2200





Loo Kit Man
President (2024-2026)

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