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

The Minutes of the 71st AHKDN Council Meeting

Date: 7 Mar 2025 (Fri)
Time: 19:00
Venue: Room 24, 1/F, Block M, QEH / Via Zoom

Present

Ms. Loo Kit Man	President (The Chairperson)
Ms. Leung Yat Sze, Annie	Vice-President
Ms. Yee Shun Wah, Amy	Honorary Secretary I /CCWG Representative
Ms Sin Wai Man, Celia	Honorary Secretary II
Ms Chan Wing Shan, Miranda	Treasurer
Ms Kwok Kam Ping	Associate of Treasurer
Ms Hui Kit Ming, Camille	Head of Communication
Ms Yeung Hoi Ming, Theresa	Head of Education
Ms Lai Chui Yi	Associate of Education
Ms Chan Hoi Man, Daisy	Head of Membership
Ms Chan Oi Ying, Sarita	Diabetes Hongkong Representative
Ms. Mok Pik Hung, Maisy	Youth Diabetes Action Representative
Ms Sin Po Ying	Diabetes Hongkong Representative
Dr. Kwan Yee Mei, Jo Jo	Association Affairs Advisor
Ms Hung Siu Chan, Veronica	Association Affairs Advisor

Attended via Zoom

Ms Chan Cheuk Man	Associate of Communication
Ms So Tak Yee, Tammy	HKSEMR Diabetes Division Representative

		Action by
I	**Confirmation of Minutes of the Last Meeting**	
1.	The minutes of the last meeting were confirmed without further amendment.	
II	**Matters Arising**	
	Purchase a notebook for president	
2.	AHKDN currently has three notebooks; One item is obsolete and needs to be disposed of. Ms Loo Kit Man suggested to purchase a new notebook to be used by the president, with the remaining notebooks allocated to the Treasurer and Secretary.	

3.	Members agreed and proposed consulting the auditor on the proper inventory disposal procedure.	Treasurer
	Invite Ms Anna Tsui and Ms Hung Tsui Shan to report ATTD conference	
4	Ms. Loo Kit Man suggested to invite Ms. Anna Tsui and Ms. Hung Tsui Shan, who attended the conference in Singapore from November 18 to 20, 2024, to share insights from their overseas training at the upcoming council meeting. *Post meeting notes* *Both of them will not be available for the upcoming meeting on 16 May 2025. We will invite them again once the next meeting is scheduled*	
	Education pamphlet - Lipohypertrophy	
5	The educational pamphlet remains in development. Ms Loo Kit Man is overseeing the process.	
	Procedure of change of cheque writing approver and the change of bank account to a new bank	
6.	Given outstanding payments for administrative fees from Ascensia and Sanofi, and unsettled sponsorship funds from Novartis, Ms Loo Kit Man suggested to keep using Fubon Bank for the time being. Ms Loo will schedule a date with the Treasurer and Vice President for changing of cheque writing authorizations and time deposit procedures at Fubon Bank.	
III	**Endorse clerk payment**	
7.	All members endorsed payments for 2 Part-time clerks Mr Ken Yu (12 Jul 2024 to 19 October 2024 = 16 hrs x $130 = $2080) Ms Nina Chan (2 July 2024 to 31 Dec 2024) = 38 hrs x $130 = $4940)	
8.	Given the part-time clerk contract's expiration on 31 March 2025, Ms Loo Kit Man will draft appointment letters for the two part-time clerks, proposing a continued hourly rate of $130.	Ms Loo Kit Man
IV	**Management of AHKDN goods stored at TKOH (cooling towels, T shirts, windbreakers)**	
8.	Following a stocktake of goods at the TKOH DM centre, Ms Mok Pik Hung identified the following inventory: approximately 300 cooling towels; 19 size small, 43 size medium, and 7 size large blue T-shirts; and 23 size XXS, 27 size XS, and 4 size small windbreakers. Ms Mok recommended that members who have not yet received a T-shirt or windbreaker to collect one.	

V	**Revised Article of AHKDN (M&A) and auditor custodian items – AHKDN Green box and Certification of Incorporation (Dec 2025) – follow-up actions**	
9.	Ms Loo Kit Man reported that the Article of AHKDN (M&A) was email to council members on 7/3/2025. The Green box and Certification had been sent to the auditor for further action. (Update the past and current council office holders in the Green Box page)	
VI	**Evaluation of education programs**	
10.	Ms Annie Leung reported the evaluation of the following education programs: (a) *Optimizing Outcomes with Automated Insulin Delivery System on 11 Jan 2025 (Saturday). Crystal Ballroom, 2/F, the Cityview Hotel. (Supported by Medtronic)*: Out of 95 participants, 75 provided positive feedback, with evaluation ratings predominantly falling within the "agree" to "strongly agree" range. *(b) Optimizing management of diabetic kidney disease on 15 Jan 2025 (Wednesday). Ballroom A, 2/F, The Langham Hongkong. (Supported by Bayer HealthCare Limited, co-organized with HKSEMR):* There were 71 participants, including non-members. All 71 provided evaluation with positive feedback, with ratings ranging from "agree" to "strongly agree." A $3,000 administrative fee was charged to Bayer HealthCare Limited. (c) *Transforming Diabetes Outcomes: The clinical power of insulin glargine 300 on 4 March 2025 (Tuesday). Regency Ballroom, Hyatt Regency. (Supported by Sanofi, co-organized with Diabetes Hongkong): There* were 66 in-person participants and 6 attending via Zoom, including non-members. A total of 69 participants provided positive feedback with evaluation ratings ranging from "agree" to "strongly agree." A $3,000 administrative fee was charged to Sanofi. *(d) 7th DEA Annual Scientific Congress on 14 June 2025 (Saturday). Langham Hotel:* The DEA ASC invited AHKDN to serve as supporting organization Members supported the invitation.	
VII	**Sanofi Exercise video update**	
11	There was no specific update on this matter.	
VIII	**IDF Word Diabetes Congress 2025 sponsorship**	
12.	Ms Loo Kit Man reported the following issue: *(a) Ascensia sponsorship* - Total 7 nominees: Ms. Shimen Au, Ms. Ng Mei Po, Ms. Elke Lai, Ms. Sarita Chan, Ms. Chan Wai Sze, Ms. Sin Po Ying, and Ms. Camille Hui.	

	Ms. Karen Wong withdrew the sponsorship — no penalty from Ascensia. *(b) Roche Sponsorship* - Total 6 nominees (Ms Loo Kit Man, Ms Annie Leung, Ms Koo Wai Kuen, Ms Law Kwun Kiu Monica, Ms Liu King Ming and Ms Yim Chui Fan, Cindy) *(Post-meeting notes: Ms Law Kwun Kiu Monica withdrew the sponsorship)*	
VIIII	**Supporting organization to**	
13.	Ms Loo Kit Man reported the following program: (a) *DPP (18 May 2025, Cordis Hong Kong, Mongkok*): Ms. Daisy Chan & Ms Loo Kit Man have been invited as the nurse planner for the committee. (b) *Congress Diabetes Hong Kong 2025 (25 May 2025, Hong Kong Science Park):* Muscle strengthening exercises (e.g., rubber bands) are planned for the event, but a coordinator and volunteers are still needed. (c) *EMW Lay Program:* Ms. Theresa Yeung has been invited to chair the Lay Program, but more helpers are needed for planning, MC duties, and games. *(d) (Post-meeting notes: Ms. Sarita Chan, Ms. Miranda Chan and Ms. Kwok Kam Ping are coordinators, 12 volunteers including Ms. Poon Chui Yu, Ms. Chan Ching Yee, Ms. Sin Po Ying, Ms. Yee Shun Wah, Ms. Betty Leung, Ms. Leung Wing Shan, Ms. Choi Ka Po, Ms. Lam Yuen Hung, Ms. Maisy Mok, Ms. Li Man Shan, Ms. Lee Yuen Man and Ms. Camille Hui will help to run the booth at DHK Patient Congress on 25 May 2025)*	
X	**The 17th AGM**	
14.	Ms Loo Kit Man reported the following issue: Details of 17th AGM: (a) Venue: Club one, Telford (Kowloon Bay) (b) Time: 2:15pm, 21 June, 2025 (c) Theme: DM and Alzheimer's disease —Council members are invited to provide suggestions for the theme title (d) Speakers: Dr. James Luk and Dr. Kenny Chui (e) Program & Guests: A Program Committee will be set up. (f) Guests invited: Advisors: Dr. SC Tiu, Dr. Karen Lam, Dr. Ann Shiu, Prof. Frances Wong, Dr. Vincent Yeung, Mr. Anthony James Hung President of Hong Kong Physiotherapy Association (g) Event Arrangements - Program rundown includes a group photo session. - Photos of previous AHKDN activities will be shared. - Booths: Invitations will be sent to potential sponsors with packages of HKD 12,000 or HKD 16,000. - Two sponsors (Ascensia & Novo) have confirmed participation. - Backdrop: No need, as an LED monitor will be used for the	

	PowerPoint presentation. - E-program book: Managed by Ms. Loo Kit Man, Ms. Annie Leung, Ms. Amy Yee, and Ms. Celia Sin. - Name badges and evaluation forms will be arranged. - Photographer: Ms. Amy Yee. - Enrollment & Seat Arrangement: Ms. Annie Leung. - E-certificates: Blank e-certificates (without names) will be sent to participants. - Site visit will be conducted before the event to facilitate venue setup. - DHC Program Introduction: Ms. Tammy So will introduce the DHC program after the AGM.	
XI	**Membership update**	
15.	Ms. Chan Hoi Man, Daisy reported that as of February 3, 2025, there are 97 ordinary members, 12 senior ordinary members, and 56 associate members. Membership renewal is currently ongoing. Applications for renewal, upgrade, and rejoining membership can be submitted via Google Form or paper form, while applications for new membership must be submitted using paper form only. Ms. Loo Kit Man proposed that associate member upgrades to ordinary member status be limited from 1st Apr to 30th June of each year only with no downgrade permitted. All members agreed the proposal. Ms Chan Hoi Man Daisy will send email reminder to members regarding membership renewal, including details of this new policy.	Ms. Chan Hoi Man, Daisy
XII	**Report from Sub-committee**	
16.	Ms Loo Kit Man reported the following issue: *(a) EBP Committee:* no specific updates (b) *Clinical Work Group on Diabetes Nursing Accreditation*: Proposed to defer DM specialty merged with Advanced Practice Nursing (Medicine) for 1-2 years. *(Post-meeting notes: After discussion, DM specialty will not be merged with Advanced Medicine. Plan to revise and keep Advanced Practice Nursing (Diabetes) syllabus, logbook and MCQ examination.*	
XIII	**Report from the related Associations and Societies**	
17.	Ms Loo Kit Man reported the following issue: *(a) Hong Kong College of Medical Nursing (HKCMN)*: Ms AU Ka Yin, Shimen reported that an Advanced Practice Nursing Certification Program would be available and reminded members to submit their membership fees. *(b) Diabetes Hongkong (DHK)* – Ms Chan Oi Ying, Sarita reported: 1. The next meeting will be held on March 13, 2025. 2. The DHK Healthy Run took place on January 9, 2025.	

	3. DM nurses are encouraged to nominate"控糖達人" and recruit patients to participate the event at own DM Centre, and DHK can provide coach transportation services from DM centers to the venue. Shuttle bus will be available from the station of University to the venue. *(c) Diabetes Division (DD), HKSEMR* – Ms So Tak Yee, Tammy: no updates *(d) Youth Diabetes Action (YDA*)- Ms Mok Pik Hung, Maisy shared that the "Jockey Club Support for Young People with Diabetes" program is available for application via the website.	
XIV	**AOB**	
18.	Ms Loo Kit Man reported the AHKDN Website needed to be revamped. Ms Theresa Yeung requested the new council members to complete a CV application form for nurse planner positions and send it back to her.	All new council members

The meeting was adjourned at 2140



Loo Kit Man
President (2024-2026)



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