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

The Minutes of the 72nd AHKDN Council Meeting

Date: 16 May 2025 (Fri)
Time: 19:00
Venue: Room 24, 1/F, Block M, QEH

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 Sin Po Ying	Diabetes Hongkong Representative
Ms Chan Cheuk Man	Associate of Communication
Ms So Tak Yee, Tammy	HKSEMR Diabetes Division Representative
Dr. Kwan Yee Mei, Jo Jo	Association Affairs Advisor
Ms. Hung Siu Chan, Veronica	Association Affairs Advisor

Absent with apology

Ms. Mok Pik Hung, Maisy	Youth Diabetes Action Representative

		Action by
1.	Confirmation of Minutes of the Last Meeting	
	The minutes of the last meeting were confirmed without further amendment.	
2.	Matters Arising	
	2.1 Council Members unanimously condemned the $7000 notebook bought in 2008 and approved purchasing a new one for the President. 2.2 Ms Loo reported the education pamphlet on lipohypertrophy is pending. 2.3 Ms Loo reported the change of cheque writing approver is pending. 2.4 Ms Loo reported the two part-time clerk contracts were renewed from 1 April 2025 to 31 March 2026.	

3.	Sanofi Exercise Video Update Ms Loo stated that three videos have been completed and require feedback before the following week.	
4.	Update on Diabetes Education & Management 2025 Ms Loo reported that there were 51 nurses joined the program last year. The Council has approved a 10-session AHKDN webinar DM Course, to be held– from 9 October 2025 to 17 December 2025, 7–8pm, coordinated by Ms Theresa Yeung and assisted by Ms Elke Lai Fees: $800 (members), $1000 (non-members). The course is non-refundable; register via Google Form. Ms Loo invited council members to suggest speakers. ***Post meeting notes: Ms Celia Sin agreed to help out with the course***	Ms Theresa Yeung, Ms Elke Lai & Ms Celia Sin
5.	5.1 Council members endorsed to support the following events: - AHKDN as a Supporting Organization for Diabetes Hongkong Patient Congress 2025, on 25 May 2025 (Sun) at Charles K Kao Auditorium, Hong Kong Science Park - AHKDN as a co-organizer with Diabetes Hongkong for the Congress Diabetes Hong Kong 2025 Professional Symposium 5.2 Ms. Sarita Chan briefed the program content and the shuttle bus arrangement. At the AHKDN booth, there would be 12 volunteers assisting with activities. Two game booths would be available for participants: a five-minute DM Dance and a 'Get to Target' ball game. Over 300 travelling bags and 150 cool towels would be prepared to attendees.	Ms. Sarita Chan
6.	6.1 Endorsement of AHKDN as a supporting organization of EWM Symposium on 26-27 Sept 2025 at the Hong Kong Convention & Exhibition Centre Council members endorsed the program and agreed to act as co-organizer of EMW Lay programme. 6.2 In light of upcoming activities organized by AHKDN, Ms Loo reported that additional core volunteers would be invited from the council members to assist with various roles. These include support for the Diabetes and Education Course, booth coordinator and MC of the EMW Public Programme, and prepare diabetes and vaccination pamphlets supported by GSK. She would be reaching out to members to confirm their participation. AHKDN members would be invited to run the booths. ***Post Meeting Notes*** ***Ms Sin Po Ying and Ms Amy Yee agreed to be the co-ordinator of EMW lay programme booth***	
7.	Ms Daisy Chan reported the membership update as follows: Total members: 173	Ms Daisy Chan &

	Ordinary member: 103 Senior member: 13 Associate member: 57 Not yet renewed members: 6 Ms Loo recommended including membership fee payment details, such as the date and the name of the person who made the payment, in the Google payment form.	Ms. Miranda Chan, Ms Kwok Kam Ping
8.	Report from Sub-committee 8.1 EBP committee 8.1.1 Ms Annie Leung reported that the work group, following the pilot's study's feedback from various DM centres concerning the education protocol on Dexcom G7, found the information overly detailed, and a QR code was suggested as a more suitable alternative. The revised protocol would be sent to council members for comments at mid of June. 8.2 Clinical Work Group on Diabetes Nursing Accreditation. Ms Amy Yee stated that Diabetes nursing would remain be separated from general medical, and the work group would keep updating the syllabus and logbook.	
9.	Report from the related Associations and Societies 9.1 Hong Kong College of Medical Nursing (HKCMN) Dr Jojo Kwan reported on HKCMN membership renewal, an upcoming conference, non-local fellowship matters, and announced the AGM scheduled on 6 September 2025. 9.2 Diabetes Hongkong (DHK) Ms Sarita Chan reported that four educational videos(糖尿骨，糖尿心，糖尿與勃起功能，感染篇) would be used for HA Go tele-prescription and are pending for CCDS's endorsement. The Diabetes Walkathon will be held in November, the event date and venue to be confirmed. The topic of Newsletter would be"腸胃與糖尿" 9.3 Diabetes Division (DD) Ms Tammy So reported on the Z Symposium on Diabetes-Associated Comorbidity which was held on May 7, 2025. 9.4 Youth Diabetes Action (YDA). No update.	
10.	The 17th AGM ➢ Ms Loo went through the logo design, poster, draft programme and venue and booth set up, QR Code for evaluation. ➢ Members agreed with the enrollment deadline to be set on 8 June 2025	

	➢ Ms KP Kwok and Ms Miranda Chan would be the MCs of the AGM ➢ Ms Tammy So would introduce the DHC program after the AGM. ➢ Ms. Camille Hui and Ms. Cheuk Man Chan would liaise with the pharmaceutical companies and booth allocation through a lottery system based on the provided floor plans. ➢ Ms Loo and members agreed on the guest list for the Symposium and Annual Dinner. ➢ The DM exercise video would be showed during registration and the word "Kick–off" would be used instead of "Launching" ➢ Council members agreed on the arrangement: - Name badge design and e-Programme book - Two more sponsors were confirmed including GSK, DKSH - Logistic arrangement including parking, souvenirs, speaker fee ($2000), and notebooks arrangement - Photos for different events and activities were collected for AGM programme book preparation (reported activities cut-off date: end of May 2025)	Ms. Camille Hui and Ms. Cheuk Man Chan
11.	AOB 11.1 All council members agreed on the outstanding reimbursement of the IDF expenses from Roche sponsors. 11.2 Ms Loo announced the "Empowering Progress: Achieving Equitable Access to Diabetes Technology in Hong Kong" event, organised by Youth Diabetes Action (YDA) and CUHK on 7 June 2025. The event would explore sustainable funding for CGMs in Hong Kong, featuring overseas experts discussing access and funding models. Ms Maisy Mok, Ms Theresa Yeung, and Ms Iris Poon would join YDA's honorary medical advisor committee, while Ms Loo and Ms Annie Leung would represent AHKDN. 11.3 Ms Loo stated that she would invite a council member representative on behalf of her to receive souvenirs at the 7th DEA ASC on 14 June 2025 if she was not available. 11.4 Ms Loo reported that GSK has invited AHKDN to develop educational materials for "Diabetes and Vaccination". Council members went through the proposal based on ADA, and Diabetes Hongkong, including RSV, pneumococcal, varicella, DPT, influenza and COVID-19 recommendations. Ms Loo would explore with Diabetes HongKong on their work related to the vaccine recommendation. 11.5 Ms Theresa Yeung stated that all council members' names have been sent to the Nursing Council for nurse planner and CNE approver application. The organization chart and member details would be updated on the AHKDN website. 11.6 Ms Cheuk Man Chan shared the proposed updates to the AHKDN	Ms Loo Kit Man Ms Theresa Yeung Ms Cheuk Man Chan

	website, covering the organisation chart, AGM programme book, meeting minutes with secure access, e-courses, and past events. Further discussion is planned in August 2025. 11.7 Ms Miranda Chan reported that due to recent changes in Council membership, the bank requires copies of Council members' identification documents and the meeting minutes.	Ms Miranda Chan
12.	The next meeting would be held on 5 Sep 2025	

The meeting was adjourned at 2200





Loo Kit Man
President (2024-2026)

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