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

The Minutes of the 73rd AHKDN Council Meeting

Date: 5 Sept 2025 (Friday)
Time: 19:15
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. Mok Pik Hung, Maisy	Youth Diabetes Action Representative
Ms. Hung Siu Chan, Veronica	Association Affairs Advisor

Absent with apology

Ms So Tak Yee, Tammy	HKSEMR Diabetes Division Representative
Dr. Kwan Yee Mei, Jo Jo	Association Affairs Advisor

1.	**Confirmation of the minutes of** ➢ EGM meeting on 20 Jun 2025 without amendment ➢ The 72nd AHKDN Council meeting was confirmed without amendment ➢ 17th AGM President's report was confirmed without amendment ➢ Post AGM minutes were confirmed with an amendment – added a point "To add the receipt number issued to the payees" under the 4th item comment from auditor	
2.	**Matters arising** 2.1 Ms. Annie Leung introduced the updated Dexcom G7 education protocol, which would be reviewed by EBP group, followed by endorsement by AHKDN. The endorsed protocol will be submitted to SAG for further	

	consideration. ***Post Meeting Notes*** ***Dexcom G7 education protocol was endorsed by AHKDN council members on 16/9/2025***	
3.	**Advanced Technologies and Treatments for Diabetes - Asia Conference** Ms Anna Chui & Ms Hung Chui Shan shared the Advanced Technologies and Treatments for Diabetes - Asia Conference via Zoom	
4.	**17th AGM evaluation** Ms. Kitman Loo presented the evaluation of the 17th AHKDN Annual Symposium, themed Nurturing Wellness: Supporting Approaches to Seniors with Diabetes and Dementia, which was held on 21 June 2025 from 14:00 to 17:25. The symposium was attended by 93 members and 4 non-members. 4.1 **Symposium Evaluation** Overall, 80% of attendees strongly agreed that the symposium achieved its stated objectives. The lecture on Diabetes and Geriatric Giants was well received, with 80% of participants strongly agreeing and 20% agreeing, while the session on Dementia Management was rated even higher, with 88.9% strongly agree and 11.1% agree. In terms of learning outcomes, 81% of participants strongly agreed that the speakers were effective in enhancing their knowledge. Venue arrangements received lower ratings, with only 58.9% strongly agreeing on the adequacy of the physical setup. The symposium achieved a 100% overall satisfaction rate, with 75.6% of participants strongly agree and 24.4% agree. 4.2 **Written Comments** Seventeen written comments provided further insights. Positive remarks included praise for the symposium's organization ("excellent symposium arrangement," "thanks so much council"), speaker quality ("excellent talk," "good speaker"), and general appreciation ("Nice venue"). However, several comments highlighted areas for improvement. Venue conditions were criticized for poor acoustics, darkness, and inconsistent cleanliness, with one attendee describing the "restroom" as "extremely dirty" and another as "very clean but dark." Catering received mixed reviews: while one comment noted the food was "好食" (tasty), others described the tea snack and coffee as "not good," "bad," and "hard to drink," with coffee likened to "sugar powder." Beverage options were limited to coffee, tea, milk, sugar, and water.	

4.3 **Financial Evaluation**

A financial overview of the AGM symposium and dinner was presented.

17th AGM Expenses: 21 June 2025

Income		Expenditure:	
Symposium, AGM & Dinner Total 85 persons Dinner $150 /One person	$12,750	Banquet (total 7 tables) $7688 / table Tea buffet (total 120 persons) Extra tea buffet (10 persons) $320/ head Beverage 1 hour (Fruit Punch) Deposit $ 27,000 Final Payment $ 67,000	$90,000 $3,200 $800 $94,000
DKSH #026734	$16,000	Gift #500165	$23,998.53
Boehringer Ingelheim (HK) #046531	$ 16,000	Transportation for gift #500166	$133.7
AstraZeneca #103751	$ 12,000	AGM sundry #500099	$50
GSK #70001599	$ 16,000	Transportation for material	$452.9
Ascensia #336984	$ 16,000	AGM speaker honorarium Dr. Kenny Chui # 500097	$2,000
Eli Lilly #055157	$ 16,000	AGM Speaker honorarium Dr. James Luk # 500098	$2,000
Sanofi Bank Transfer	$16,000		
Roche #038752	$16,000		
United Italian Corporation (HK) Ltd #024711	$16,000		
Novo Nordisk #638048	$16,000		
Abbott			
Novartis			
Total	**$168,750**	**Surplus $46,114.87**	**$122,635.13**

5.	**Bank Account Management and Procedures** Ms. Kitman Loo provided an update on the current procedures for managing the organization's bank account. She noted that any changes to the board or authorized signatories must be formally communicated to the bank. For transactions exceeding $10,000, two authorized signatures are required. The current signatories include four previous council members (Ms Veronica Hung, Ms Karen Wong, Ms Ho Sau Yee and Mr Leung Sum Ming). This arrangement will remain in place until the approval from Fubon Bank for change of cheque writer. There is no need to revise the mailing address for bank statements at this time, as Treasurers received the bank statement from Ms Ho Sau Yee promptly.	
6.	**AHKDN supports 慶回歸，贺國慶刊登致意信 （cost $800）** All members supported to fund $800 for the captioned event.	
7.	**25th Regional Osteoporosis Conference on 14 Sept 2025 at HK Convention & Exhibition Centre-** All members supported to be a supporting organization for the captioned Conference.	
8.	**EMW Symposium – 27 Sep to 28 Sept 2025 - Hong Kong Convention & Exhibition Centre** Ms. Kitman Loo reported on the member verification process for the ***East Meets West*** Symposium, which has 80 seats reserved exclusively for AHKDN members. A random check of seven doubtful registrants revealed that two were not AHKDN valid members. Registration via a Google Form without requiring a membership number and additional verification. Given the limited seating and growing membership, all members agreed that all 80 registrants must be verified. Nina and Ms Daisy Chan will cross-check the entire list against the official membership database, with Nina identifying non-members. An email will be sent to those unqualified individuals by Ms Daisy Chan, informing them of unaccepted registration for non-members. Non-members were advised to join the symposium for a fee of $300 if they wish to attend. This verification process was deemed essential to ensure fairness, proper access, and prioritization of members in future events. **Public Programme (Co-organizer of Lay Programme) on 27 Sept 2025** Ms. Amy Yee and Ms. P.Y. Sin will be responsible for designing and managing the booth in the programme under the theme “人人運動，日溢健康”. The event will focus on aerobic exercise, with the objectives of educating the public that physical activity is accessible to everyone regardless of age or	Ms Daisy Chan Ms Amy Yee

	physical condition, and promoting the AHKDN's exercise videos by signing up AHKDN YouTube channel as a resource to encourage healthy lifestyles.	Ms Sin Po Ying
9.	**8th Annual Meeting of Endocrinology, Diabetes & Metabolism Hong Kong – 25-26 Oct 2025** Ms Kitman Loo reported that there were 80 complementary quotas by entering the promotional code (AHKDNEDM) at the check-out page (first come first served) The registration deadline is 15 September 2025.	
10.	**YDA Educational Workshop Report** Ms. Kitman Loo reported that the YDA successfully organized its first educational workshop for type 1 diabetes patients receiving CGM subsidies on 30 August 2025. The session was jointly led by Ms. Loo and Ms. Maisy Mok, with support from five facilitators: Ms. Mabel Ng, Ms. Chan Ching Yee, Ms. Theresa Yeung, Ms. Yeung Sau King, and Ms. Elke Lai. There were 24 YDA members and 14 family members joined the workshop, among whom three were children aged 8 to 10. The remaining 17 adult members ranged in age from 8 to 64 years, with a mean age of 39 (excluding children). The workshop, focused on providing practical education and support for CGM use. The overall satisfaction was good though some concepts—such as the application of ISF and ICR—were found challenging. Participants suggested incorporating more interactive elements and splitting the content into two separate classes to enhance learning. Looking ahead, the content of the programme will be revised, recruit additional diabetes nurses from DM Centres to strengthen delivery, and ensure that a representative from every centre attends future workshops to broaden engagement and professional involvement.	
11.	**Diabetes Education & Management Course 2025** Ms. Theresa Yeung reported that 74 participants had registered as of 6 Sept 2025, with the registration deadline set for 14 September. Most speaker invitations have already been sent, with two were pending for reply. All speakers are required to provide a short CV for introductions. Ms. Maisy Mok proposed setting up an auto-reply email for registrations, informing applicants that their official receipt will be issued within a specified timeframe (e.g., 7 to 10 days). The endorsed hourly rate of $2,000 for speakers was confirmed and supported by all members. Ms. Kitman Loo suggested that the team register a new upgraded Zoom link before opening registration, with Ms. Amy Yee responsible for the setup. She also advised contacting Ms Chau Wan Yeung to ensure the old Zoom subscription is cancelled to prevent automatic renewal. For future planning, Ms. Kitman Loo recommended considering three half-day	Ms Theresa Yeung, Ms Elke Lai and Ms Celia Sin Ms Amy Yee

	Saturday afternoon physical sessions, including participation from OAH staff, and rebranding the programme as a certificate course for the following year. ***Post Meeting Notes*** ***Ms. Amy Yee confirmed that the Zoom account had been successfully upgraded prior to the event. A total of 120 participants registered for the course.***	
12.	**GSK Vaccination video and pamphlet** Ms. Kitman Loo reported that two online contracts had been signed, covering the production of a video and a set of pamphlets. The vendor will prepare scripts for review, with content focusing on diabetes, infection risks, and the role of vaccination. AHKDN will provide consultation for both educational materials and will receive a total of $8,000 of consultation fee for these two tasks.	
13.	**Implementation of mandatory CNE organized by Nursing Council** ➢ Ms. Kitman Loo reported that, according to the consultation meeting held by Nursing Council on 26 Aug 2025, current CNE providers must be re-accredited every three years. Applications for re-accreditation must be submitted six months prior to expiry, and any changes must be reported to the Nursing Council within 30 days. ➢ A mandatory CNE scheme has been proposed, commencing with a cycle in 2026. Under this scheme, registered nurses will be required to obtain 45 CNE points over a three-year period. However, the formal logistics were still pending confirmation and announcement by the Nursing Council.	
14.	**Endorsement of lipohypertrophy pamphlet prepared by EBP group** Ms. Kitman Loo reported that the lipohypertrophy pamphlet prepared by the EBP group had been revised. A video will be incorporated into the document via a QR code, which Ms. Anna Chiu has been tasked with generating. Ms. Kitman Loo further proposed granting the EBP group one additional week to complete their endorsement of the document, after which it will be submitted to the AHKDN group for final endorsement. ***Post meeting note: the pamphlet was endorsed by all members on 25 Sept 2025***	
15.	**The 18th AGM** Ms. Kitman Loo suggested that 18th AGM will be scheduled for discussion at the next Zoom meeting. ***Post meeting notes*** ***The Zoom meeting for the 18th AGM preparation was scheduled on 5 December 2025***	
16.	**Membership update** Ms. Daisy Chan reported that our Association currently has a total of 178	

	members, comprising 108 ordinary members, 13 senior members, and 57 associate members. She further noted that the upgrade and renewed membership forms will be removed from the AHKDN website.	
17.	**Report from Sub-committee** ✧ EBP Committee (Amy)- pending the endorsement of the Dexcom G7 educational protocol ✧ Clinical Work Group on Diabetes Nursing Accreditation (Amy) – no update	
18.	**Report from the related Associations and Societies** ✧ Hong Kong College of Medical Nursing (HKCMN) – Ms Jo Jo Kwan– no update ✧ Diabetes Hongkong (DHK) – Ms Sarita Chan ✧ 1. Patient Congress on 25 May 2025 • Approximately 1,400 attendees and receiving very positive feedback from participants. • Participants reflected that the session for 控糖達人 was scheduled late in the programme, leading to some patients leaving before it began • Additional feedback suggested that the lecture schedule was too tight, with recommendations to add a break before the plenary lecture. It was also observed that the venue for the professional lecture was located too far from the main theatre, which limited attendance from healthcare professionals. 2. Walk for Diabetes It will take place on 9 November at Wu Kwai Sha Young Village for the launch ceremony, followed by activities at the Ma On Shan Waterfront Promenade. 3. Healthy Run be held on 11th Jan 2026 4. The latest issue of the newsletter 消渴茶館 - 糖心風暴 has been released. 5. AGM was held on 25th August 2025 ✧ Diabetes Division (DD), HKSEMR – Ms Tammy So – no update ✧ Youth Diabetes Action (YDA)- Ms Maisy Mok Educational workshop for type 1 diabetes patients receiving CGM subsidies is planned to be run in Nov 2025. The team anticipates holding up to four rounds of activities over the next two to three months.	
19.	**AOB** All members endorsed payments for 2 Part-time clerks ➢ Ken (Jan 2025 to Aug 2025) = 55hrs x $130 = $5330 Nina (Jan 2025 to Aug 2025) = 74.5 hrs x $130 = $9685	

The meeting was adjourned at 2220





Loo Kit Man
President (2024-2026)

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