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

The Minutes of the 74th AHKDN Council Meeting

Date: 5th Dec 2025 (Fri)
Time: 18:30
Venue: 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 Chan Cheuk Man	Associate 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
Ms So Tak Yee, Tammy	HKSEMR Diabetes Division Representative
Ms. Hung Siu Chan, Veronica	Association Affairs Advisor

Absent with apology:

Dr. Kwan Yee Mei, Jo Jo	Association Affairs Advisor

		Responsible person
1.	**The minutes of the last meeting were confirmed without further amendment** ✧ EGM meeting for financial report endorsement (5 Sept 2025) ✧ 73rd AHKDN Council meeting ✧ Revised 17th AGM meeting	

2.	**Matters arising** Ms Loo reported the following issues: 2.1. The Dexcom G7 education protocol was endorsed on 17 September 2025 and has been uploaded. The QR code is now available for use. 2.2. The AGM lecture files and programme book were uploaded to the AHKDN website. 2.3. The pamphlet **"注射胰島素之如何預防脂肪增生"** was endorsed on 25 September 2025 and has been uploaded. 2.4 Some members experienced difficulty retrieving files and viewing login records, indicating the need for a website revamp.	2 An Education Protocol___.pdf 6 注射胰島素之如何預
3.	**Ms Loo reported that the following arrangements were endorsed** 3.1 A HKD 100 administration fee will be charged for cheque replacements, including expired or lost cheques (endorsed on 12/10/2025). The Treasurer will notify payees when a cheque is issued, and recipients are reminded to deposit it within six months. The fee applied to all scenarios, including honorarium payments and refunds, and all related emails must clearly state the penalty terms. 3.2 For AHKDN-related symposium/ seminar open for enrolment, responsible council members must verify applicants' membership status. Participants will also be required to provide two distinct email addresses to ensure reliable communication. 3.3 It was noted that AHKDN occasionally receives emails requesting promulgation of their courses. All members agreed that AHKDN will only forward diabetes-related courses to its members. 3.4 The AHKDN official receipt template prepared by Ms Miranda Chan was endorsed. The template includes a receipt number at the top right corner to meet audit requirements. 3.5 Ms Daisy Chan proposed adding "affiliate/associate member" to the fee section of the annual subscription form, using the same fee as Associate and presenting the category in a slash-line format.	Ms Daisy Chan Ms Miranda Chan Ms Daisy Chan
4.	**YDA - Educational workshops for type 1 patients receiving CGM subsidy from YDA (Ms Maisy Mok and Ms Kit Man Loo)** 4.1 Ms Loo reported that the YDA CGMS press conference was held on 13 November 2025.	

	4.2 The 2nd workshop was conducted on 15 November 2025 by Ms Maisy Mok. She reported the feedback from participants was positive, allowing more time for discussion, and handouts were provided. YDA suggested holding the workshop quarterly. 4.3 Ms Loo reported that the 3rd workshop is planned in March 2026, the date is subject to final confirmation.	
5.	**Diabetes Education & Management Course 2025** Ms Theresa Yeung reported the following updates regarding the course: - **Technical issues:** Dr Hung's session experienced poor audio quality; on-site troubleshooting was unsuccessful. A video recording will be provided as a remedy, and a Q&A session is scheduled on 10 Dec 2025. - **Slides and screen sharing:** Some speakers were unable to open or share their slides; staff assisted during the session. Speaker device settings will need to be checked in advance before future lectures. - **Payment and refund:** One PMH colleague paid HKD 1,000 but did not attend. (Members suggested a no-refund policy in case of a request) • **Email deliverability issues:** Gmail/Yahoo accounts showed inconsistent inboxing, spam filtering, and bounce-backs (especially when the ".hk" suffix was omitted in the email of ahkdn.com). Switching to Gmail improved deliverability, though some users still did not receive emails. Strategies include: • Standardising Gmail or verified email addresses for critical communications • Issuing prompt notifications • Reminding participants to check spam/junk folders • Conducting delivery tests to new addresses • Ensuring full domain usage (e.g., .com.hk) • Using the secretary's Gmail account for mass sends when necessary	Ms Theresa Yeung, Ms Elke Lai and Ms Celia Sin

	- **High reliance on phone outreach:** Thanked Ms KP Kwok for handling a large volume of private calls to resolve issues related to missing emails and Zoom links. Pre-session communication will be streamlined, with earlier and redundant access to links/materials and centralised support to reduce workload on a single staff member. - **Attendance and evaluation:** Approximately 118 participants registered; actual attendance was likely below 110. Latecomers registered via chat. CNE scoring and attendance rules are required, including thresholds for late arrival, short attendance, and mapping evaluation completion to CNE hours to be included in future planning. Ms Loo concluded that no minimum attendance duration is currently specified for Zoom lectures. Future online courses should require at least 50%–75% of attendance time, verified by system log-in/log-out records. There is a preference not to use Zoom for future courses.	
6.	**GSK Vaccination Video and Pamphlet Printing & Distribution** Ms Loo reported that GSK has committed to printing 1,000 copies of the A5 vaccination booklet. Ms Loo proposed the following distribution plan: • 120 copies per cluster, to be distributed via the respective Nurse Consultants • 150 copies reserved for on-site distribution at the Annual General Meeting • 15 copies allocated to Ms Tammy So (District Health Centre) vaccination pamphlet final.pd 20251126_AHKDN Shingles Video_	20251126_Shinngles AHKDN Animat
7.	The 18th AGM on 18 July 2026 Ms Loo reported the following updates: • Feedback from the previous AGM included both positive & negative comments. ClubONE Telford. Specific issues were noted with poor audio quality, unclean washrooms, and overly sweet tea and coffee. Lecture sessions were also affected by noise from a nearby restaurant. The current venue was considered good value at around $90,000, including refreshments for 120 people, seven	Details refer to presentation powerpoint

	banquet tables, free drinks, and service charges. Booth income was about $190,000. • If fewer than six booths are secured, Cityview may be considered, though it is less suitable for booth setup and has a less favourable cost structure. • The next AGM was tentatively scheduled for 18 July, with the venue on hold but not yet paid. A unified PowerPoint format was recommended if organized at ClubONE Telford • The proposed theme was stroke (ischaemic and haemorrhagic), with three speakers covering by medical, surgical, and stroke nurse consultant perspectives. Preliminary MC candidates were Ms Tammy So and Ms Camille Hui, and potential speakers included the KEC stroke nurse consultant. • Work allocation will pair two people for each task to strengthen communication. Ms Camille Hui and Ms CM Chan will be the Chairpersons of Organizing Committee again. It was proposed that diabetic vaccination video kick-off will take place at the AGM in coordination with the GSK booth. • The gift expenses for the AGM, totaling HKD 25,000, were endorsed by all members • Alternative venue options were discussed. All venue details (floor plan, capacity, quotation) must be gathered within four weeks, with a final decision and deposit due by the end of December. A venue evaluation checklist will be developed, covering transport, ceiling height, audio quality, flow, catering, capacity, equipment, and cost limits. *(Post-meeting notes: After discussion, the venue will be held in The Grand Assembly Hall I & II, North Tower 4/F, YMCA.)*	
8.	AHKDN website revamp and content structure Ms Loo reported that the current AHKDN website was outdated, with issues including navigation difficulties, problems with password reset and email delivery, which currently require manual intervention. She proposed a new website structure inspired by HKSEMR. Details were outlined in the presentation PowerPoint, and she planned to discuss the proposal further with group members after the meeting.	Details refer to presentation powerpoint Ms Kit Man Loo Ms Annie Leung Ms Camille Hui Ms Chan Cheuk Man
9.	Membership update Ms Daisy Chan reported that the current membership stood at	

	approximately 181 members (Ordinary 108, Senior 13, Associate 60). She had sent the membership renewal notification to all members. • Renewal was scheduled to begin in January, following the previously agreed grace period (January–June). Members were asked to make payment starting from January. • To reduce payment errors, only the renewal link was included in the email according to the member type. The rejoin link was not included and will instead be posted separately on the AHKDN website in January. • Associate members were informed of the option to upgrade to Ordinary membership during renewal. • The rejoin process was handled through a Google Form, requiring a HKD 100 administration fee plus the current year's membership fee, with no need to repay the admission fees. Ms Loo suggested that no penalty was imposed for mistaken payments with endorsement from the members.	
10	Report from Sub-committee ✧ EBP Committee – Ms Amy Yee: no update ✧ Clinical Work Group on Diabetes Nursing Accreditation – Ms Amy Yee: no update	
11	Report from the related Associations and Societies ✧ Hong Kong College of Medical Nursing (HKCMN) – no update ✧ Diabetes Hongkong (DHK) – Ms Chan Oi Ying, Sarita reported council meeting on 25 Sep 2025: 1. Plan a series of events to celebrate the 30th Anniversary, including a Healthy Run, a colouring competition, Walks for Diabetes, and Gala Dinner scheduled on 10 October 2026. Additional proposed activities include carnival and educational talks, a souvenir book, and a children's picture book. 2. The free blood glucose meter programme for residents affected by the Tai Po Wang Fuk Court fire, had already been shared with everyone. If any colleagues identify patients who were residents of Tai Po and in need, they might approach DHK at any time for support. ✧ Diabetes Division (DD), HKSEMR – Ms Tammy So reported several activities were planned,	

	including the ASM and AGM on 7 December and a social gathering dinner in March 2026. A vote was underway to decide whether the March dinner will be cancelled and the funds redirected as a HKD 100,000 donation to support victims of the Tai Po incident. The proposal required formal approval from HKSEMR and agreement from the Diabetes Division. At that time, all members had expressed support for the donation plan. ✧ Youth Diabetes Action (YDA) - Ms Maisy Mok reported no other update	
12	EMW Lay Programme (AHKDN -Co-organizer of Lay Programme) 人人運動，日溢健康 on 27 Sept 2025 – Ms Sin Po Ying and Ms Amy Yee Ms Sin Po Ying reported that around 100 participants joined the activity, with seven colleagues assisting on-site. Participants were encouraged to subscribe to the AHKDN YouTube channel, and about 40 subscribed. The overall response was positive, participants were engaged, and staff monitored maximum heart rate for participants using oximeters while providing continuous encouragement throughout the session. The atmosphere was good.	
13	AOB Ms Loo reported the following issue: • Ms Grace Lin will serve as Chair of the DPP in 2026. • Ms Chan Ching Yee will serve as Chair of the EMW Nurse Symposium in 2026. • The team will continue encouraging recruitment of new members, retaining experienced advisers, and preparing potential candidates for the coming council election. .	All council members

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The meeting was adjourned at 2035





Loo Kit Man
President (2024-2026)

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