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

The Minutes of the 75th AHKDN Council Meeting

Date: 13 Feb 2026 (Friday)
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 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
Dr. Kwan Yee Mei, Jo Jo	Association Affairs Advisor

1.	Confirmation of the 75th AHKDN Council meeting minutes	
2.	**Matters arising** 2.1 Change of the AHKDN cheque writers Ms Loo reported that she, together with Ms Annie Leung, Ms Miranda Chan and Ms Kam Ping Kwok submitted the required documents to Fubon Bank on 10 January 2026. However, upon receiving the bank's reply on 20 February 2026, it was noted that all 15 directors (Council Members) were required to provide certified copies of their identification documents, verified by the auditor. Ms Loo decided to proceed with obtaining auditor- verified ID copies	Ms Miranda Chan and Ms Kam Ping Kwok

	accordingly. This would be arranged by Ms. Miranda Chan and Ms. Kwok Kam Ping, to send them to Fubon Bank later.	
3.	**Evaluation of Diabetes Education & Management Course 2025** Ms Theresa Yeung reported a total of 118 participants registered, and 108 participants received certificates. The overall satisfaction score was 4.6/5. Some participants commented that administrative and technical support needed improvement, particularly regarding Zoom link issues, audio problems, and the availability of notes, handouts, and recordings before the lectures.	Ms Theresa Yeung, Ms Elke Lai & Ms Celia Sin Details refer to presentation powerpoint
4.	**Invitations received** **4.1 Diabetes Education in the IDF Western Pacific Region -The Lancet publication (Prof Margaret McGill for article writing)** Ms Loo reported that she, together with Ms Maisy Mok, Ms Veronica Hung and Ms Annie Leung, had contributed a section on diabetes education in Hong Kong for the article *"Diabetes Education in the IDF Western Pacific Region"* (led by Prof Margaret McGill) for publication in *The Lancet*. 4.2 **President's Message for HKCMN 15th Anniversary e-program book** Ms Loo reported that she would prepare the President's Message for the HKCMN 15th Anniversary e- program book by the end of February this year. 4.3 **Speaker Invitation - Sanofi and AMCGM Macau education program on 20 Mar 2026** Ms Loo reported that she and Ms Camille Hui would represent AHKDN as speakers on the topic of insulin titration at the Sanofi and AMCGM Macau education program on 20 March 2026. 4.4. **Paed vaccination joint statement endorsement - from Asian Society for Pediatric Infectious Diseases (ASPID)** Ms Loo reported that, after discussion with DHK Dr Ng, AHKDN would not endorse the paediatric vaccination joint statement.	Ms Loo Kit Man Ms Loo Kit Man, Ms Camille Hui
5.	**Endorsement of the following** ➢ Co-organizer of Diabetes Prevent the Preventable (DPP) Forum 2026 on 17 May 2026 (Sunday). Ms Loo was nominated to join the Programme Committee ➢ Salary of PT AHKDN clerks – Ms Nina Chan and Mr Ken Yu &	

	subsequent hourly rate Ms Loo reported that members endorsed the salary arrangement for the part- time AHKDN clerks. Mr Ken claimed **51.25 hours**, and Ms Nina recorded **9.5 hours** of work during the session. As the clerks' contracts were reviewed annually, the hourly rate would remain at **HKD 130**. Ms Loo would issue the annual confirmation letter.	
6.	**Sponsorship for IDF-WPR 2026 by Ascensia Diabetes Care** 6.1 Ms Loo reported that Ascensia Diabetes Care would sponsor six nurses to attend IDF- WPR 2026, ADC 2026 and Metabolic Diseases 2026 in Melbourne from 18–21 August 2026, at HKD 18,280 per nurse. ***Post meeting notes*** ***Ascensia amended the sponsorship to four nurses only.*** 6.2 The sponsor required each sponsored nurse to submit an attendance certificate after the event. Council Members endorsed the arrangement. 6.3 Ms Loo reminded members to avoid conflict of interest; current AHKDN Council nominees should not take part in the endorsement process.	
7.	**GSK Vaccination video and pamphlet printing and distribution** 7.1 Ms Loo reported that the Council had reviewed the GSK vaccination video and pamphlet. Discrepancies in graphics and wording were identified, including mismatched images and items not aligned with DHK recommendations. Amendment would be made to ensure alignment with DHK guidance. 7.2 Members were invited to review the revised version for any remaining errors.	
8.	**International Nurses Day Celebration Dinner 2026 on 23 May 2026 at Hopewell Hotel (group enrolment before 28 Mar 2026, $750 per person)** 8.1 Ms Loo reported that the IND secretary had issued the first OC meeting notice and copied the email to over eighty recipients, including AHKDN. The email served mainly to inform organisations of the IND dinner group enrolment arrangements and to indicate the number of seats required.	

	8.2 As the registration fee was HKD 750 per person, AHKDN did not plan to register as a group. No further action is required.	
9.	**Invitation to Conduct a 1- Day Short Course for Nurses on CGM** *(Ms Larissa Tsui, Primary Healthcare Commission, Health Bureau)* 9.1 Ms Loo reported an invitation from Dr Larissa Tsui, MO (Professional Development), Primary Healthcare Commission, enquiring whether AHKDN could conduct a 1- day short course for nurses on patient counselling and education in the use of continuous glucose monitoring (CGM). The enquiry referenced AHKDN's *Continuous Glucose Monitoring System: Practice Guide for Diabetes Nurse* (2022). 9.2 Ms Loo proposed a fee of HKD 20,000 for a 3- hour workshop with 35 quotas, with logistics arranged by PHC. Further consideration was required regarding the appropriate format, duration and costing before confirming AHKDN's support.	Ms Loo
10	**The 18th AGM on 18 July 2026 at YMCA** 10.1 Ms Loo reported the AGM arrangements, including the speaker lineup, theme slogan, food menu, job allocation for Council members, and the event timetable, with details provided in the presentation slides. 10.2 Ms Loo further noted that the gift budget of HKD 25,000—previously endorsed on 23 December 2025 to allow early purchase during Christmas sales—would be coordinated by Ms Theresa Yeung. The AGM election would also be conducted by Ms Sarita Chan. 10.3 Ms Loo reported that the speaker honorarium for the AGM had been amended to HKD 1,500 for a 40- minute session. ***Post meeting notes*** ***Dr Mew, one of the speakers, refused the honorarium.*** 10.4 Ms Loo confirmed the sponsorship charges as follows: • Logo only: HKD 12,000 • Booth + logo: HKD 16,000 10.5 Ms Loo confirmed that the AGM would not accept non- members. The dinner fee for members was HKD 160 per head, on a first- come, first- served basis, and ad- hoc walk- in would not be accepted.	

	Post- meeting notes: Following the election, the confirmed AGM slogans are: • ***English:*** *Stroke Management: A Roadmap from Acute to Rehabilitation* • ***Chinese:*** *「風之解碼」*	
11	**AHKDN website revamp objectives** 11.1 **Meeting with Vendor** Ms Loo reported that she, Ms Annie Leung, Ms Camille Hui, Ms C M Chan, Ms Nina Chan and Mr Ken Yu had held a zoom meeting on 6 Jan 26 with ICE Pacific staff to discuss the website revamp. The objectives and proposed layout were provided to the vendor. A view- count function was requested, though the system may not start from zero due to technical constraints. 11.2 **Proposed Website Structure** The proposed structure followed a simplified layout similar to HKSMER, including: • Organisation objectives • Organisational chart • History • Membership information • Upcoming professional events • Archives • Seminar guidelines and protocols • Member Zone and Public Zone o Restricted materials (e.g., professional lecture notes) will be placed in the Member Zone o A patient- friendly section with Chinese content (e.g., diabetes information, public talks) will be included o Enhance members to change login password 11.3 **Ongoing Development** Further refinements to the layout and content would continue with the vendor. 11.4 **Contract Endorsement** All members endorsed the ICE Pacific AHKDN website revamp contract $30000 on 30 Jan 2026 11.5 **Member Information Download Function** Members endorsed that Ms Nina Chan might download member information from the designated icon box on the website	Ms Chan Cheuk Man & Ms Camille Hui, Ms Annie Leung, Ms Loo Kit Man Details refer to presentation powerpoint

backend.

11.6 **Nethub Annual Fee & Finance Handling**

11.6.1 Ms Loo reported that the Council currently paid HKD 280 annually to Nethub for domain- related services and that the fee would be reduced by HKD 130 after transferring to the new provider. Members agreed that all finance- related invoices should be directed to Ms Nina Chan for proper financial recording and follow- up. It was further agreed that the Nethub contact person would be updated from Ms Amy Yee (Secretary) to Ms CM Chan (Communications).

11.7 **Email Domain, Enquiry Handling and Deliverability**

11.7.1 As part of the AHKDN rebranding, the Council would resume using the @ahkdn.com.hk email domain for official communication. The existing ITD Gmail account would no longer be used for sending emails after the website revamp, although it would remain accessible for archival purposes, including photo storage, file uploads via Google Drive, and management of the HKDN YouTube channel. The enquiry@ahkdn.com.hk inbox would be overseen by the Head of Communications.

11.7.2 ICE had resolved previous deliverability issues affecting Gmail users, and both ahkdn.com and ahkdn.com.hk addresses can now successfully deliver emails to Gmail inboxes. However, emails sent to Yahoo Mail continue to be directed to junk mail, and troubleshooting is ongoing. Users might be advised to avoid Yahoo addresses should the issue remain unresolved.

11.7.3. Members noted that the Gmail accounts ahkdn.secretary@gmail.com and ahkdn.ltd@gmail.com would be retained solely for Google Drive access and YouTube channel management, but would not be used for sending official emails following the revamp.

11.8 **Website Design Preferences**

Ms Loo highlighted that the preferred homepage design should adopt a simple and clean layout, providing an immediate overview of AHKDN upon entry. To minimise maintenance

	workload, a "What's New" section would not be included. The organisational chart would list names only, without photographs. The vendor would revise the design accordingly and provide updated drafts after Lunar New Year. The membership page would also be simplified so that membership types can be viewed directly without additional clicking. 11.9 **Use of AHKDN Materials (Pamphlets, QR Codes, Videos)** 11.9.1 Ms Loo reported that external parties, including HA colleagues and exhibition organisers, occasionally request to use AHKDN materials such as pamphlets, QR codes or educational videos. Members agreed that if the materials were already available on the public section of the AHKDN website, they might be used without seeking prior permission, provided that proper acknowledgement was included when the materials were printed or distributed. 11.9.2 Members further discussed scenarios involving QR codes and video links. If the QR code simply directs users to content already publicly accessible on the AHKDN website or AHKDN's designated Google Drive, permission was not required. However, if users intended to extract, modify or repurpose specific content (e.g., editing text, altering layout, incorporating into new materials), they should seek permission from AHKDN before use. Materials under restricted access remain for members only.	
12	**Membership update** 12.1 Ms Daisy Chan reported that the updated membership figures total 182 members, comprising 109 Ordinary members, 13 Senior members, and 60 Associate members. Ms Loo reminded Ms Daisy Chan to issue a membership renewal reminder after Chinese New Year, together with a notification on the upcoming AGM, including its theme, date and venue. She also encouraged Nurse Coordinators (NCs) and Centre- in- Charge (IC) to further promote membership renewal among their teams. 12.2 Ms Loo reported that multiple boxes of old membership application forms were currently stored by the past Head of Membership and the exact quantity would be verified.	Ms Daisy Chan

	Post Meeting Notes ***Dr. Jo Jo Kwan discovered that a box of old membership forms was kept at OLMH.***	
13	Report from Sub-committee (Ms Amy Yee) • EBP Committee: no update • Clinical Work Group on Diabetes Nursing Accreditation : no update	Ms Amy Yee
14	Report from the related Associations and Societies ➢ **Hong Kong College of Medical Nursing (HKCMN) – Dr Jo Jo Kwan** • Dr Kwan reported that Hong Kong CMN would be producing an e- program book for its 15th Anniversary, and contributors had been invited to submit written pieces for inclusion. She further noted that the HKCMN AGM and election would be held on 30 May at the usual venue in Kowloon Bay. The HKCMN had begun inviting eligible members to stand for Council positions, with current nominees including Ms Mabel Ng, Ms Emily Chan and Ms Cherry Cheung. ✧ Diabetes Hongkong (DHK) – Ms Sarita Chan •——Ms Sarita Chan reported the council meeting on 6 Jan 2026. "Walk for Diabetes," was successfully held on 9 Nov 2025, and approximately 800 participants had enrolled in the Health Run which would be held on 11 Jan 2026. •——DHK members supported Astrazeneca to produce a mini-movie titled"腰豆" and Sanofi to invite healthcare professionals to write editorials on 8 topics related to DM for MingPao. • The theme of upcoming DHK Newsletter would be acute emergency management ("緊急工具箱"). • A series of 30th Anniversary celebration activities was being planned, including educational talks, a children's picture book, a carnival, and a Gala Dinner on 10 October, for which a commemorative song had already been composed. • DHK would also provide free glucometers to victims affected by the recent Tai Po incident.	

	➤ Diabetes Division (DD), HKSEMR – Ms Tammy So • At the meeting on 21 January, members confirmed the HKD 100,000 donation to support victims of the Tai Po fire following the cancellation of this year's social gathering dinner. The B Symposium is tentatively scheduled for 5 May, with programme details pending confirmation. ➤ Youth Diabetes Action (YDA) - Ms Maisy Mok • Ms Maisy Mok reported that a parent–child day camp had been conducted earlier. For the coming year, YDA planned to organise an overnight camp, and AHKDN might need to arrange staff support as required. • YDA also organised a CGM Forum on 24 January to advocate for subsidy support, with experience sharing from the Rare Disease Association. The Type 1 CGM Jockey Club Programme had been extended to March, and members were encouraged to advise suitable patients to join. The CGM workshops would continue throughout the year, and AHKDN members would be needed to serve as group facilitators.	

The meeting was adjourned at 2200

75th AHKDN meeting + AGM (

Loo Kit Man
President (2024-2026)

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