



**The Chartered
Institute of Logistics
and Transport**

**MRG Meeting
Wednesday 28 January 2026, 10.00-12.30
Online
Notes and Actions**

Present	Apologies
Paul Salmon (PS) (Chair)	Paul Reid (PR)
Chris Sturman (CS) (Vice Chair)	Robin Thomas (RT)
Margaret Everson (ME)	Darren Outlaw (DO)
Andrew Hemmings (AH)	Martin Palmer (MP)
Simon Gardner (SG)	Sabahat Mazhar (SM)
Ian Kirkpatrick (IK)	
CILT (UK) Helen Hardy (HH)	
CILT (UK) Rionne Bateman (RB)	

1 Welcome, introduction, and apologies

- Apologies noted and acknowledged.

2 Actions of previous meeting 29 October 2025

- 2026 MRG meetings dates to be agreed – Completed.
- PS to update MRG on Board meeting discussion points where relevant – Completed and ongoing.
- RB to circulate CILT (UK) monthly membership figures to MRG – Completed and ongoing.
- HH and RB – Discuss Membership survey with MRG – Partially completed- See actions below.
- PS/MRG – MRG visibility via new member webinar/Focus magazine/socials/website- Partially completed- See actions below.

3 Board meeting 20 November 2025

- 2025-2026 year end accounts signed off by Board.
- 100 years of the CILT (UK) Charter in 2026 – Awareness raised.
- Member queries via MRG were raised and closed off.

4 MRG Visibility/Member Value Proposition

- PS demonstrated a PowerPoint presentation to MRG covering content for a monthly/bi-monthly new member webinar that will be delivered by MRG.
- MRG discussed having a representative for each Nation, Region, Forum and Policy Group – MRG to feed into PS ahead of the Board meetings any feedback/improvements/needs.
- Feature MRG each month in Focus magazine and Socials – Who are MRG?
- Visibility of MRG on the new CILT (UK) website.

5 2026 Events

- MRG representation: Attendance at Events for CILT (UK) staff, volunteers and Board members is on a rotational invite only basis taking into account purpose, requirements for the business and attendee. Some events are more complex in agreeing invites up front due to these, costs and contracted numbers.

6 Any Other Business

- Awards for Excellence nominations to open early February
- Next meeting – Online – 10am – Wednesday 22nd April 2026

7 Summary of Actions

	HH to share with MRG workflow templates that are sent to new members
	RB to ask MRG who would be happy to present the new member webinar and circulate dates
	MRG to share headshot and short personal bio with RB to be featured on the website/social media/Focus magazine throughout 2026
	RB to ask a Membership representative to be available and attend the new member webinars
	PS to update the new member webinar slides to encompass new website
	PS to share new member webinar with RB, RB to ask Marketing to review/brand/check
	RB to share Events 2026 calendar/PDF with MRG – Extra date 10/12/26 Institute Lunch
	RB to collate MRG reps for each Nation, Region, Forum and Policy Group
	RB to invite Membership Retention Manager to next MRG meeting to present Membership survey results
	RB to arrange an ad-hoc meeting with PS/CS/RB/Marketing/Comms to share plan on MRG visibility