****

Foodservice Advisory Committee

January 26, 2023

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Christine Thomas, Chef Joseph, Jessica Brooks, Sherry Parks, Mandi Weber, Joanne Beacock, Michael Wood, Chartwells; Aimee Blyth, Seasoned Spoon; Michelle Waterworth, ’76 Sips; Shelley Strain, Sustainability Office; Andrew Harris, Housing; Dhanya Punchinlame, Champlain; Deondrae Thompson, Lady Eaton; Heather Klyn-Hesselink, TGSA; Lori Johnston, Conferences and Hospitality Services; Patti Kidd, Campus Payment Services.

1. Review of Meeting Notes of December 1, 2022
	1. No items for follow up.
2. Updates from Campus Payment Services
	1. The TrentU Card program was launched in 2004 and started as mostly a library card. Today it is interwoven into almost every facet of the University.
	2. Annually $12 - $14 transaction through over 200 devices that are used for commerce or approval/validation.
	3. First school in Canada with a digital transit pass – all about eliminating lines
	4. First school in North America to have a deal with a food delivery app, SkipTheDishes. Students, staff and faculty can convert Trent Cash into Skip vouchers that never expire and can be used anywhere in Canada. <https://www.trentu.ca/trentucard/>
	5. Marketplace, an on-line store for e-commerce on campus was introduced in the fall of 1022. <https://www.trentu.ca/trentucard/>
	6. Payment plans were introduced in the fall of 2022 with a soft launch. A great way for students to pay their fees in a more structured way. <https://www.trentu.ca/studentfinances/payment-plans>
3. Sub-committee reports
4. Operations and Marketing
	1. See Meeting Notes of January 24
		1. Food Service RFP Process
5. Sustainability and Fair Trade
	1. See Meeting Notes of January 24
	2. Pop-up free coffee travel mug program will be operational in January
	3. Piloting trays in Champlain and Gzowski to see if this increases use of china.
6. Budget
	1. No report - the food service budget was presented to CASSC on January 18. We are hoping to reschedule a meting with College Residence Council to have the Food Service and Housing budgets approved for 2023-2024.
7. Catering
	1. No report
8. Additional Working Group Reports
	1. Dining room redevelopment group
		1. No report.
		2. No work planned for this summer.
9. Revision to the Mandatory and Non-mandatory Ancillary Fee Protocol is on-going. Being led by the Senior Director, Student Affairs.
10. General Discussion and Q & A
	1. Can we offer the free travel mug refill coupons at Durham? Yes.
11. Next meeting – March 2, and 30, 9:00 – 10:30, by Teams only.

Trent University Foodservices

Food Services Advisory Committee

Operations and Marketing Working Group

January 24, 2023

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Kassandra Glasbergen, The Ceilie; Michelle Waterworth, ’76 Sips Café; Jessica Brooks, Chartwells; Kim Stevens, CUPE 3205; Aimee Agnes Blyth, The Seasoned Spoon.

1. Review meeting notes from November 29, 2022
	1. No items for follow up.
2. Winter Reading Week Operating Schedule – attached.
3. Food Service Consulting RFQ process
	1. The University will be hiring a consultant to help navigate the RFP process for Food Service Management. That selection will happen in early February.
4. Food Services RFP Process update
	1. The consultant will start by assembling base documents, sales data, and other low-level inputs. A series of small group and one-on-one interviews over the summer. Student based focus groups and a campus wide survey in September. Document assembled and released by mid or late October. Responses back in early December. Selection of a new vendor in mid-February.
	2. There will be an RFP Committee of perhaps 6 to 8 people. The group will be student centric and will aim to represent as many constituencies as possible, for example TCSA, TDSA, Trent International, faculty, staff.
5. Other business
	1. Upcoming events:
		1. Bell Let’s Talk Day, January 25. In each dining hall one menu items has been identified with all proceeds from sale of that item being donated to Trent’s Student Wellness Centre.
		2. Hot Wing contest, Gzowski, January 31.
		3. Lunar New Year dinner, January 31, LEC and Durham.
6. Next meeting February 28, March 28, 9:00 – 10:30, by Teams





Foodservice Advisory Committee

Sustainability and Fair-Trade Working Group

Tuesday January 24, 2023

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Heather Klyn-Hesselink, TGSA; Larissa Chevrette, Champlain College; Jillian Fitzgerald, Sustainability Office; Jessica Brooks, Chartwells; Noah Edwards, Lady Eaton College.

1. Review of Meeting Notes of November 29:
	1. Single use disposables – Fact sheet attached, target for full compliance by start of September 2023
	2. SpecTank update – going well. It may take a little while to see the impact on water use, at least two monthly billing cycles
	3. Free coffee pop-ups – see program plan, attached.
2. Eco-tray use results – remaining flat. Hopefully will improve with the planned pop-up program.
3. Travel mug use results – results are good. Contributed to by having 100% of hot beverages at the Durham GTA campus using refillable cups.
	1. Can we have another “paper cup free week?” Will investigate for the fall.
4. Exploring “Food Guide Friendly Certification” – ongoing process. Looking to register Traill as our first location. LEC to follow once we understand the process and requirements.
5. Next meetings– February 28, March 28, 10:30 – 12:00, by Teams





|  |  |  |
| --- | --- | --- |
| **Item** | **January 7-18, 2023** | **Allocation %** |
| **$7 ecotray purchases** | 55  |   |
|  |   |   |
| **$1 clamshell usage** | 5,624  | 36% |
| **Ecotray usage** | 1,610  | 11% |
| **China dish usage** | 8,239  | 53% |
| **TOTAL:** | **15,473** |   |
|  |   |   |
| **Paper cup usage** | 1,643\*  | 76% |
| **China mug usage** | 140  | 6% |
| **Travel mug usage** | 387  | 18% |
| **TOTAL:** | **2,170** |   |
|  |  |  |

**Travel Mug/Eco-Tray Pop-Up Event Proposal**

**Purpose of the Event:**

* To promote the use of travel mugs and eco trays on campus.
* Educate students about using sustainable products on campus and being more eco-friendly.
* Help students learn ways to save money on campus by practicing sustainable eating/drinking habits.
* Chance to chat with students about sustainability’s role on campus and engage with potential volunteers.

**Event Description:**

Travel mugs and eco-tray usage at Trent have needed to be improved amongst students, part of the Sustainability department's goal is to promote/reward students using these items on campus. To encourage usage, Sustainability department volunteers will pop up at cafeterias/anywhere that provides coffee/tea or eco-trays on campus and reward students using travel mugs or eco-trays with a free coffee coupon from January 26th - February 14th, 2023. Sustainability will be hosting a tabling event on January 26th to kickstart our campaign and make students aware that our volunteers will pop up around different campus locations over the next few weeks. Furthermore, Sustainability will lead a second tabling event the first week after reading week to refresh students on using their travel mugs and taking advantage of the eco-tray program.

**Event Details:**

* Staff required -
	+ Sustainability department members/volunteers
		- Jillian and Symphorosa are in charge of the tabling events on January 26th and February 14th
* Materials needed -
	+ One table per tabling event
	+ Free coffee coupons
		- Estimated we will need 500 coupons based on how many students we can reach in 15 minutes that *are* using travel mugs or eco-trays

**Tabling Event Layout:**

* Event description -
	+ Sustainability students will run a tabling event to promote the travel mug/eco-tray pop-up event that will be occurring on campus for the next few weeks
	+ Students visiting the table can take a chance to answer a question from our spinner wheel to win a travel mug and enter their name into a raffle
		- The raffle prize will be a gift basket of sustainable and reusable items (e.g. fancy travel mug, pencils, pens, sustainable tote bag, etc.)
	+ Also, a chance to recruit volunteers and build relationships between our department and students
* Locations -
	+ OC cafeteria, 1st floor of the Student Centre, and Gzwoski cafeteria
* Date and Time -
	+ January 26th and February 14th
	+ 1:00 pm - 4:00 pm (3 hrs)
* Staff required - 2 persons
	+ Jillian and Symphorosa
	+ Possibly a volunteer as well
* Resources required -
	+ One table
	+ One eco-tray and 300 travel mugs to give away as prizes
	+ Spinner wheel
	+ Ballet box for raffle entries
	+ Ballets for students to fill out

**Pop-Up Event Layout:**

* Locations -
	+ Student Centre, Wenjack, and all college cafeterias.
* Date and Time -
	+ Every day from January 26th to February 14th volunteers will visit different campus locations mentioned above for 15 minutes and hand out free coffee coupons to students using a travel mug or eco-tray.
	+ Students will not know when these pop-up events will occur - randomly scheduled visits to campus locations
		- Encourages students to start using eco-trays and travel mugs to hopefully get a free coffee coupon from one of our volunteers
* Staff Required - 2 persons
	+ Volunteers
	+ To acquire volunteers Eco-Trent will post details about our upcoming pop-up event on social media and share with other Trent groups to post
	+ Also recruit volunteers through the college newsletters asking them to email Shelley

**Schedule for Pop-Up Event:**

* **Weekdays Only**

**JANUARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2** | **3****Trent closed** | **4****Trent closed** | **5****Trent closed** | **6****Trent closed** |
| **9****Classes resume** | **10** | **11**  | **12** | **13** |
| **16** | **17** | **18** | **19** | **20** |
| **23** | **24** | **25** | **26****Tabling event for pop-up 1-4 PM** | **27****Eco-tray and travel mug pop-up** |
| **30****Eco-tray and travel mug pop-up** | **31****Eco-tray and travel mug pop-up** | **X** | **X** | **X** |

**FEBRUARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **X** | **X** | **1****Eco-tray and travel mug pop-up** | **2****Eco-tray and travel mug pop-up** | **3****Eco-tray and travel mug pop-up** |
| **6****Eco-tray and travel mug pop-up** | **7****Eco-tray and travel mug pop-up** | **8****Eco-tray and travel mug pop-up** | **9****Eco-tray and travel mug pop-up** | **10****Eco-tray and travel mug pop-up** |
| **13****Eco-tray and travel mug pop-up** | **14****Tabling event for pop-up 1-4 PM** | **15** | **16** | **17** |
| **20****Trent closed - Family Day** | **21****Reading week** | **22****Reading week** | **23****Reading week** | **24****Reading week** |
| **27****Classes resume** | **28** | **X** | **X** | **X** |

