****

Foodservice Advisory Committee

March 2, 2023

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Jessica Brooks; 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; Kim Stevens, CUPE 3205; Lori Johnston, Conferences and Hospitality Services;.

1. Review of Meeting Notes of January 26, 2023
	1. No items for follow up
2. Sub-committee reports
3. Operations and Marketing
	1. See Meeting Notes of February 28
		1. RFP Process – timeline attached
		2. Upcoming survey
		3. There will be no renovations or redevelopments this summer
4. Sustainability and Fair Trade
	1. See Meeting Notes of February 28
	2. Pop-up free coffee travel mug program will be operational in January
	3. Piloting trays in CC and GC to see if this increases use of china – modest uptake. It may not be shifting students to china as we had hoped, but trays will remain available
5. Budget
	1. The budget has been presented to PVP
	2. Pending Board approval
6. Catering
	1. No report
7. Additional Working Group Reports
	1. Dining room redevelopment group
		1. No report. – ne work planned for this summer
		2. We are getting woefully short of chairs. Mark and Lori will connect off-line.
8. General Discussion and Q & A
	1. Has the entire menu at the Gzowski Grill be changed. A few items were removed as there were supply chain issues or costs so high that they could not be sustained. For example chicken wings have become cost prohibitive to sell.
	2. The power outage this weekend will impact operations March 5.The following info was sent to all Symons Campus residents:

*To maximize the use of ambient light and to provide the safest experience for students and staff, breakfast and lunch will be served buffet style in the dining rooms at Champlain and Gzowski for a set price. Vegan, vegetarian, Halal and gluten free options will be available.*

*Breakfast Champlain and Gzowski Dining Rooms, 9:00 to 10:30 $12.00*

*Lunch Champlain and Gzowski Dining Rooms, 11:30 to 2:00 $18.00*

*Dinner, on a regular retail basis:*

*Lady Eaton 4:00 to 8:00*

 *Otonabee 4:00 to 10:00*

*Pizza Pizza 4:00 to 10:00*

*Grill & Co 4:00 to 10:00*

 *Gzowski 4:00 to 8:00*

 *BOOST will not be offered at any location on Sunday March 5*

 *Starbucks will be closed for the entire day on Sunday March 5*

The power outage may linger slightly after 1:00 pm, but is not likely to impact operations for dinner.

* 1. The Seasoned Spoon will celebrate its 20th Anniversary on Saturday March 18 in the Great Hall. Congratulations.

1. Next meeting – March 30, 9:00 – 10:30, by Teams only.

****

Trent University Foodservices

Food Services Advisory Committee

Operations and Marketing Working Group

February 28, 2023

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Aimee Blyth, Seasoned Spoon; Kim Stevens, CUPE 3205; Christine Thomas, Jessica Brooks, Chartwells; Heather Klyn-Hesselink, TGSA;

1. Review meeting notes from January 24, 2023
	1. Donation from Bell Let’s Talk Day to the Trent Wellness Centre $4,139.29
	2. A presentation will be made when the cheque arrives from Compass Head Offcie
2. Food Services RFP Process update
	1. The consulting firm, fsStrategy has been engaged to assist with the RFP process
	2. Collection of documents and other information has started
	3. High level timeline is attached
3. Pending food service survey
	1. The survey will focus on food security, food sensitivities and observances and to gauge interest in exploring an all-you-care-to-eat dining plan option
	2. Draw prizes for participation, Trent Cash, $250, $100, $50
	3. Dates week of March 6 or 13
4. Other business
5. Next meeting March 28, 9:00 – 10:30, by Teams only

High level timeline of Food Service Management RFP Process:

* January 4, 2023 – issue RFQ for food service consultant
* February 9, 2023 – submission due for consultants
* February 13, 2023 – identify food service consultant
* March 2023 – survey of students with specific focus to identify scope and scale of:
	+ Food insecurity
	+ Allergens and sensitivities
	+ Interest in all-you-care-to-eat food service program
* May 2023 – begin document collection (sales, drawings, RFP template)
* June – August 2023 – one on one and small group interviews
* September 2023 – focus groups and surveys
* October 2023 – awareness through Finance and Properties and Board
* Late October 2023 – RFP release
* Early December 2023 – RFP return date
* Early January 2024 – identify lead respondent and advance negotiations toward a draft agreement
* Late January 2024 – Board Report to F&P
* Early February 2024 – Board approval of lead respondent
* Mid-February 2024 – confirm lead respondent, begin notice and transition phase
* April 27, 2024 - First day of operations under new agreement
* May – August 2024 – redevelopment phase
* Sept 1, 2024 – fall move in



Foodservice Advisory Committee

Sustainability and Fair Trade Working Group

Tuesday February 28, 2023

MEETING NOTES

Attendance: Mark Murdoch, Food Services; MJ Eldridge, Useful; Christine Thomas, Jessica Brooks, Chartwells; Heather Klyn-Hesselink, TGSA; Noah Edwards, Lady Eaton College; Shelley Strain, Jillian Fitzgerald, Sustainability Office.

1. Presentation from Useful regarding an alternate eco-tray program
2. Review of Meeting Notes of January 24:
	1. Free coffee pop-ups? Two tabling events were held January 26 and February 14, with one more scheduled this week. 350 travel mugs were given away. 350 “fee” coffee coupons have been distributed.
3. Eco-tray use results – see attached data, essentially no change.
4. Travel mug use results- see attached data. Great results. A more comprehensive means of tracking hot beverage will provide more accurate information over time.
5. “Food Guide Friendly Certification” is progressing.
6. Durham Green Restaurant Certification started. We should be able to reach 3-star certification on the first round.
7. General discussion and Q and A
	1. We need a healthier and more inclusive menu at times when Otonabee is the only option, for example Reading Week. Chartwells is reviewing the menu and will have some additional options available for the winter exam period.
8. Next meetings– March 28, 10:30 – 12:00, by Teams

