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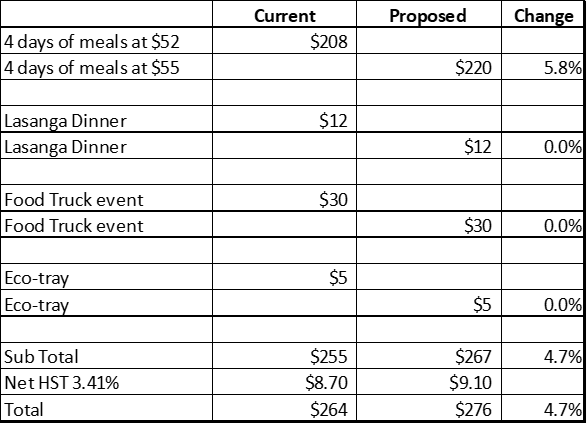
Foodservice Advisory Committee

November 2, 2023, 9:00 A.M. – 10:30 A.M.

Meeting Notes

Attendance: Mark Murdoch, Food Services; Aimee Blyth, Seasoned Spoon; Bri Policicchio, TCSA; Christine Thomas, Chartwells; Kim Stevens, CUPE 3205; Heather Klyn-Hesselink, TGSA; Jess Weitz, Jillienne Simone-Burns, Housing; Lori Johnston, Conferences; Jayd Sitzer, Otonabee College; Noad Edwards, Lady Eaton College; Samantha Perritt, Colleges.

1. Review of Meeting Notes of September 28
2. Sub-committee reports
3. Operations and Marketing
   1. See Meeting Notes of October 30
      1. Food insecurity support efforts
      2. Food Guide Friendly program
      3. The Frictionless Market is open in Bata Bean. The unit, when fully operational will be mostly unattended. Customers can use the BOOST (debit, credit and TrentU Card) to make purchases without visiting the cashier. The unattended nature of the location will provide for longer hours of operation, including weekends. The infrastructure for the space is owned by Chartwells. We do not know if the space will remain as frictionless if we have a new service provider through the RFP process.
4. Sustainability and Fair Trade
   1. See meeting notes of October 30
      1. Winter waste diversion contest in the works
5. Budget
   1. See meeting notes of October 30
   2. Change to O-week:



* 1. Change to Overhead portion of the Dining Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Peterborough | | | Durham | | |
|  | Current | Proposed | Change | Current | Proposed | Change |
| University Admin | $350.86 | $370.72 | $19.86 (5.8%) | $350.86 | $370.72 | $19.86 (5.8%) |
| O-week | $264.00 | $276.00 | $12.00 (4.7%) | $264.00 | $276.00 | $12.00 (4.7%) |
| Utilities and Main. | $354.37 | $368.55 | $14.18 (4.0%) | $308.00 | $320.00 | $12.00 (3.9%) |
| Principal | $104.65 | $104.65 | $0 | $210.00 | $210.00 | $0 |
| Total | $1,073.88 | $1,119.92 | $46.04 (4.3%) | $1,132.86 | $1,176.72 | $43.86 (3.9%) |

* 1. Weighed affect of Inflation

The declining balance portion of the dining plan needs to increase by an amount sufficient to cover inflation in the three broad categories of expenses:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item:** | **% of total** | **Increase** | **Weighted Increase** |
| Food Cost | 40% | 9% | 3.6% |
| Labour Cost | 40% | 4% | 1.6% |
| Other Expenses | 20% | 3% | 0.6% |
| **Total** |  |  | **5.8%** |

* 1. Proposed Dining Plan Rates for 2024-2025

1. Traditional Dining Plan

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current | Proposed | Increase |
| Overhead | $1,000 | $1,100 | $100 (10%) |
| Declining Balance | $4,300 | $4,500 | $200 (4.7%)\* |
| Total | $5,300 | $5,600 | $300 (5.7%) |

*\*The increase to the declining balance portion of the Traditional Plan will not keep up with the rate of inflation for the food service sector (currently about 6.1%) resulting in a loss in real buying power.*

b) Suite Style Dining Plan

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current | Proposed | Increase |
| Overhead | $ 700 | $ 800 | $100 (14.3%) |
| Declining Balance | $2,800 | $3,000 | $200 (7.1%)\* |
| Total | $3,500 | $3,800 | $300 (8.5%) |

*\*The larger increase for the Suite Style Plan is required to maintain HST exemption, saving residents 13% HST.*

As there were only two students at the meeting if was decided that we would wait until the next meeting to approve the new dining plan rates.

1. Catering
   1. No report
2. Additional Working Group Reports
   1. Dining room redevelopment group – no report
   2. Food Service RFP evaluation committee – original timeline remains on track
3. General Discussion and Q & A
   1. What is the status of the space in Athletics, formerly 76 Sips? Unknown. Mark will reach out to Athletics for an update.
4. Next meeting – November 30, 9:00 – 10:30, by TEAMS

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Trent University Foodservices

Food Services Advisory Committee

Operations and Marketing Working Group

October 31, 2023, 9:00 - 10:30

Meeting Notes

Attendance: Mark Murdoch, Food Services; Aimee Blyth, Seasoned Spoon; Bri Policicchio, TCSA; Christine Thomas, Chartwells; Kim Stevens, CUPE 3205; Heather Klyn-Hesselink, TGSA; Kassandra Glasbergen, The Ceilie.

1. Review meeting notes from September 26
   1. Seasoned Spoon link has been added to the Services tab on the portal
2. Update on Connecting With Food and Harvest Lunch
   1. Friendsgiving Dinner, Tuesday October 3, 163 meals raised $3,585 to be shared between the TCSA One Stop Chop and the First Peoples’ House of Learning Food Pantry
   2. Harvest Lunch, Wednesday October 4, 175 meals served, raising $1,408.83 for the TCSA One Stop Chop
   3. Spin To Win, Thursday October 5, 206 food items were won, and will be donated to the TCSA and FPHL.
3. Bata Bean update – the frictionless market is operating. Grand Opening on Wednesday November 1, 10:00 until 12:00. For the time being, there will be a cashier in the space to restock and assist users with downloading the BOOST app. Payment though BOOST by debit/credit/TrentU Card. The frictionless market will provide for longer hours of operation, including weekends.
4. BOOST update, Subway menu has been updated to reflet the full offering available at Otonabee
5. Food Services RFP process and timeline – responses due back on November 15.
6. Other business
   1. October 30 a representative from Health Canada was on-site to look at The Trend at Traill College. One small adjustment is required to become a recognized Food Guide Friendly dining room.
   2. October 31 a tour of Lady Eaton was completed, and an action plan is being developed to have this dining room recognized.
   3. The Seasoned Spoon would be a great facility to receive this designation and is likely already qualified.
7. Next meeting November 28, 9:00 – 10:30 by TEAMS

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Foodservice Advisory Committee

Sustainability and Fair Trade Working Group

Tuesday October 31, 2023, 10:30 – 12:00

Meeting Notes

Attendance: Mark Murdoch, Food Services; Aimee Blyth, Seasoned Spoon; Heather Klyn-Hesselink, TGSA; Christine Thomas, Chartwells; Kim Stevens, CUPE 3205; Ainsley MacPherson, Gzowski, Shelley Strain, Sustainability Office

1. Review of FSAC Meeting Notes of September 26, 2023
   1. No items for follow up
2. Participation in eco-tray program - attached
3. Travel mug usage - attached
4. Food Guide Friendly program at The Trend
   1. October 30 a representative from Health Canada was on-site to look at The Trend at Traill College. One small adjustment is required to become a recognized Food Guide Friendly dining room.
   2. October 31 a tour of Lady Eaton was completed, and an action plan is being developed to have this dining room recognized.
   3. The Seasoned Spoon would be a great facility to receive this designation and is likely already qualified.
5. New project or initiative this year?
   1. In the winter term we will do a waste separation challenge between Colleges.
6. General discussion and Q and A
   1. Chartwells to confirm dates for the Fair-Trade tabling events.
   2. The Sustainability Office would like a better understanding of the process and outcomes of the Winnow waste management system. Chartwells will arrange a visit to the space to review how it is being used and what the outcomes are.
   3. There was a question about the waste audit that was recently conducted. Shelley reviewed the scope and scale of the audit. She is waiting for some metrics from Chartwells to complete her analysis.
   4. The Sustainability Office will undertake some co-promotion with the City of Peterborough regarding its new residential composting program, helping community members understand that the two programs are complimentary and run in the same fashion.
   5. There was feedback that students sometimes take a green tray or single use disposable item instead of china and still at in the dining room because food slides/falls of the plates. For example fries fall off the edge or a quesadilla will slide if you turn quickly. We will undertake some in-line survey work to better understand customer’s decision making.
   6. We previously had a green reusable coffee cup program. Can we bring that back? No. We are going to focus on our exiting china mugs and customer owned travel mugs.
7. Next meeting November 28, 10:30 – 12:00 by TEAMS



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Foodservice Advisory Committee

Budget Working Group

October 31, 2023, 1:30 – 3:00

Meeting Notes

Attendance: Mark Murdoch, Food Services; Bri Policicchio, TCSA; Heather Klyn-Hesselink, TGSA

1. Review of meeting notes of September 26, 2023
2. Preliminary 2024-2025 Food Services Budget
3. Proposed increases to Food Services Overhead
   1. University Admin Overhead
   2. O-week meals
4. Proposed increase to declining balance rates
   1. Traditional
   2. Suite Style
5. General Discussion and Q & A
6. Next meeting, if required, November 28, 1:30 by TEAMS

Preliminary Unadjusted Budget Food Services 2024-2025

The budget is broken down into several bundles:

* Revenue
* Wage and Benefits
* Transfers to vendors for services
* Operating expenses
* University Overhead
* Utilities
* Principal and Interest Repayment







\*We are anticipating considerable reinvestment in several of our programs as part of the adoption of a new Food Service Management Contract.



Items in YELLOW are not confirmed. Estimates only.

\*A transfer from our major project reserve will be made to offset operating losses related to redevelopment costs.

Dining Plan Components 2024-2025

The total Dining Plan Fee is made up of two components, the overhead and the declining balance portion.

1. The O-week charges have only one proposed change, the cost of meals for the four “free” days:



1. Current 2023-2024 Overhead for a Traditional Dining Plan:



The overhead fee that was collected ($1,000) fell short of actual costs at a net negative impact of about $155k. This amount is recovered from other income sources, vending commissions, product rebates.

1. Proposed Overhead for a Traditional Dining Plan:



1. The declining balance portion of the dining plan needs to increase by an amount sufficient to cover inflation in the three broad categories of expenses:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item:** | **% of total** | **Increase** | **Weighted Increase** |
| Food Cost | 40% | 9% | 3.6% |
| Labour Cost | 40% | 4% | 1.6% |
| Other Expenses | 20% | 3% | 0.6% |
| **Total** |  |  | **5.8%** |

The value of the Declining Balance portion of a dining plan will need to increase by about 6% to maintain the same purchasing power.

1. Proposed Dining Plan Rates for 2024-2025
2. Traditional Dining Plan

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current | Proposed | Increase |
| Overhead | $1,000 | $1,100 | $100 (10%) |
| Declining Balance | $4,300 | $4,500 | $200 (4.7%)\* |
| Total | $5,300 | $5,600 | $300 (5.7%) |

*\*The increase to the declining balance portion of the Traditional Plan will not keep up with the rate of inflation for the food service sector (currently about 6.1%) resulting in a loss in real buying power.*

b) Suite Style Dining Plan

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current | Proposed | Increase |
| Overhead | $ 700 | $ 800 | $100 (14.3%) |
| Declining Balance | $2,800 | $3,000 | $200 (7.1%)\* |
| Total | $3,500 | $3,800 | $300 (8.5%) |

*\*The larger increase for the Suite Style Plan is required to maintain HST exemption, saving residents 13%.*