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Foodservice Advisory Committee

November 3, 2022

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Christine Thomas, Jessica Brooks, Patrice Harrison, Chartwells; Corine Bolton, Kim Stevens, CUPE 3205; Deondrae Thompson, Lady Eaton; Claudia Taylor, Student Housing; David Rayi, Mandi Weber, Champlain; Holly Naraine, TCSA

1. Review of Meeting Notes of October 6
   1. No items required follow up.
2. Sub-committee reports
3. Operations and Marketing
   1. See Meeting Notes of November 1
      1. We do not have the new student head count and FTE number yet. It was confirmed on November 1, but not known to this committee yet.
4. Sustainability and Fair Trade
   1. See meeting notes of November 1
      1. Travel mug use – Sustainability office will develop a “free coffee pop up” program. Chartwells will ensure an appropriate way to track reusable cup usage.
      2. Eco-trays use – results are trending toward a higher usage of single use disposables. It may take a few years to fully educate the campus community and return to our former high level of utilization.
      3. Paper cups at Bata – this has been postponed while we offer the free pop-up coffee for the next several weeks.
      4. Fair trade information, and free samples were provided this week in OC.
5. Budget
   1. See meeting notes of October 4
      1. Changes to Non-mandatory Ancillary Fee Protocol - CASSC
      2. Proposed dining plan rates for 2023/24
6. Catering
   1. No report
7. Additional Working Group Reports
   1. Dining room redevelopment group
      1. The new chairs have finally arrived at LEC
      2. Old chairs are for sale. Contact the College office for info.
   2. TrentU Card Committee
      1. Will be proposing a modest fee increase though CASSC
8. Revision to the Mandatory and Non-mandatory Ancillary Fee Protocol – see Budget Meeting Notes below.
9. General Discussion and Q & A
   1. When will the new residence building open? A new College building is anticipated to open in 2027. Lots of moving pieces to still be confirmed.
   2. Will the new building have a kitchen? The new College will have a complete food service facility.
10. Next meeting – December 1, 9:00 – 10:30, by Teams only.

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Foodservice Advisory Committee

October 6, 2022

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Corrin Bolton, CUPE 3205; Michelle Waterworth, ’76 Sips Café; Holly Naraine, TCSA; Andrew Harris, Housing; Shelley Strain, Sustainability Office; Emma Kaszacki, TGSA; Lori Johnston, Conferences, Hospitality Services, Starbucks, Ceilie; Aimee Blyth, Seasoned Spoon; Phuong Nguyen, TDSA

1. Terms of Reference
   1. Review and edits – confirmed
   2. Role of the Committee and Participants
2. Role of Sub-Committees
   1. Membership – we need to get additional members on all of the working groups.
   2. Meetings – meting this year will move to all virtual
3. Review of Meeting Notes of July 28
   1. No items were followed up on
4. Sub-committee reports
5. Operations and Marketing
   1. See Meeting Notes of October 4
      1. Proposed hours for Thanksgiving and Reading Week
6. Sustainability and Fair Trade
   1. See meeting notes of October 4
      1. One dollar coffee – 18% usage. The test will be how high this number remains in the coming weeks.
      2. Eco-trays – 16% usage. Exploring ways to improve participation, but it may take a long time to achieve our previous level of utilization.
      3. Campus sustainability tour Oct 12,
      4. The plan is to replace the plastic single use bowls at Revolution Noodle with a reusable bowl, as soon as we can get them in. When a reusable option is available, there will be a charge for the take out option.
      5. Can we get usable glasses for the pop machines? All of the pop machines were removed during COVID, except Otonabee. Will look at reinstalling those machines.
7. Budget
   1. See meeting notes of October 4
      1. Very worried about inflation and a dining plan fee increase that could be 105 or even more
      2. Is it possible that the SkipTheDishes program is driving up costs for students? That program uses Trent Cash only and does not directly impact students’ dining plans.
8. Catering
   1. No report
9. Additional Working Group Reports
   1. Dining room redevelopment group
      1. The first set of new chairs for LEC are scheduled to arrive next week with additional chairs coming every week over the following month.
10. General Discussion and Q & A
    1. The Ceilie and Starbucks are seeing significant sales increases year over year. Is this the norm across campus? We think so. The population of campus has increased, there are more people taking in person classes, and there is a considerable amount of carry forward monies. From the sales increase you have to discount the price increase to understand the effective sales increase.
    2. Is it possible that the sales increase, from retail customers who are spending some of the carry forward from prior years are contributing to the low usage of eco-trays? Good point. Those are the students who have no experience with eco-trays as they were not in use over the past two years.
    3. What is the increase in head count year over year? We learn that number on November 1.
11. Next meeting – Nov 3 and Dec 1, 9:00 virtual only

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Trent University Foodservices

Food Services Advisory Committee

Operations and Marketing Working Group

November 1, 2022

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Christine Thomas, Jessica Brooks, Chartwells; Corine Bolton, CUPE 3205, Kassandra Glasbergen, Ceilie; Claudia Taylor, Student Housing; Michelle Waterworth, ’76 Sips Cafe

1. Review meeting notes from October 4, 2022
   1. Harvest Lunch update
      1. The Harvest Lunch had 129 Guests and raised $1,802.36
      2. The special meals the same week raised $3,613.37
      3. $5,415.73 will be donated to the TCSA Pantry
   2. Changes at ’76 Sips
      1. The removal of the stove and the addition of more prep space has allowed the menu to be expanded to include more made on site and hot menu choices; BBQ pulled chicken, pesto grilled cheese, bagels and a hot breakfast program.
   3. BOOST update
      1. All BOOST locations are operational.
2. Other business
   1. The Fall exam operating schedule will be distributed shortly for service providers to complete.
   2. What are operators doing about inflation? Price increase continue to pu pressure on profitability. Price increases in January are likely.
   3. How are locations dealing with staff shortages? Adjust the menu and service offering to provide the highest level of service possible.
3. Next meeting November 29, 9:00 – 10:30 by Teams only.

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Foodservice Advisory Committee

Sustainability and Fair-Trade Working Group

Tuesday November 1, 2022

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Noah Edwards, Lady Eaton College; Christine Thomas, Chartwells; Viviana Pinheiro, TDSA; Shelley Strain, Sustainability Office.

A land acknowledgement was made.

1. Review of Meeting Notes of October 4:
   1. The fry boat at Grill & Co has been replaced with a compostable container. Thank you to Chartwells for the quick work on this.
2. Participation in eco-tray program:

Not very encouraging. Use of disposable clam shells is increasing.

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| --- | --- | --- | --- | --- | --- |
| **Item** | **Sept 7-11** | **Sept 12-18** | **Sept 19-25** | **Sept 26-Oct 2** | **Oct 3-Oct 31** |
| **$1 clamshell usage** | **522**   15% | **1,486**  22% | **1,689**  23% | **1,698**  23% | **5,930** 26% |
| **Ecotray usage** | **557**  16% | **1,116**  16% | **1,093**  15% | **1,047**  14% | **3,533** 15% |
| **China usage** | **2,484**  69% | **4,198**  62% | **4,543**  62% | **4,777**  63% | **13,514** 59% |

1. Participation in the use of travel mugs has declined since the end of the $1 coffee program. We are going to run a “free coffee” with a travel mug program, on a pop-up basis. The Sustainability Office will coordinate.
2. Update on certification process for the Durham GTA campus. On-going. It takes about six months to accumulate sufficient purchase info.
3. Campus sustainability tour moved to November 2.
4. New business:
   1. Paper cups at Bata Bean? We have decided to postpone this change while we offer the “free coffee with a travel mug” promo.
5. General discussion and Q and A:
   1. There are reusable bowls at Revolution Noodle
   2. Can we help Food Not Bombs with the collection of used take out containers? Not an item for Food Services to tackle.
   3. Chartwells is starting a trial of a piece of equipment that will help clean pots and pans, aimed to reduce water, electricity and chemical use. More data in the new year following the trial.
   4. Chartwells will provide the Sustainability Office with data from the Winnow waste management system.
6. Next meetings– November 29, 2022, 10:30 – 12:00 by Teams only

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Foodservice Advisory Committee

Budget Working Group

November 1, 2022

MEETING NOTES

Attendance: Mark Murdoch, Food Services; Nicholas Bhola, Lady Eaton College; Andrew Harris, Student Housing.

1. Review of the Meeting Notes of October 4:
2. Updates:
   1. Inflation continues to exert considerable pressure on costs. See attached article.
   2. Utility costs, especially gas, are increasing significantly. See attached table re: natural gas prices over the next few years.
   3. Projects
   4. Current and potentially on-going operating losses
   5. Additional days for O-week
   6. REVISED Overhead Costs
   7. REVISED O-week costs
   8. REVISED Preliminary 2023-2024 Budget attached that reflects increased costs.
   9. The minimum qualifying dining plan rate for the annex locations:
      1. 30 weeks X 10 meals X $9.18 = $2,754
   10. Discuss Dining Plan rates for 2023 - 2024
3. Changes to the Ancillary Fee Protocol, to be confirmed through CASSC
4. The existing protocol has a few issues. The simplest one is that the protocol currently follows an organizational chart for the University that is no longer in place. More importantly, the cap on the increase in fees, set as the lower of CPI or 3%, may no longer be supportable, given inflation that is at a forty year record. Additionally, the process for approval has the Housing Advisory Committee and the College Residence Council approving the increase to Dining Plan rates, possibly negating the work of the Food Services Advisory Committee. The protocol will be reviewed by CASSC and changes approved the Board of Governors.
5. Other business
6. General Discussion and Q & A
7. Next meetings – November 29, 1:30 by Teams only.

Increasing cost of food will impact dining plan rates:

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Increasing costs for natural gas, driven in large part by the Federal Carbon Charge, will impact Food Service operating costs.

New O-week costs:

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Revised Overhead Costs:



November 1 Version of Budget with new Utility and Overhead Costs







Proposed Dining Plan Rates 2023-2024:



Notes:

1. The increase in the fee for O-week includes an extra day of service, accounting for $52 of the total increase. This is equal to over 80% of the O-week increase and about 11% of the total increase for Suite style plans.
2. An increase in the declining balance value may not directly impact residents as we allow for carry forward of any unused balance.
3. If we had no increase in the declining balance value for suite style plans, and plans were no longer tax exempt, residents would need to “add” 13% to their plan balance to cover the cost of taxes $312, plus add $100 for increases in overhead and O-week meals, a total of $412.
4. The increase in the total plan value last year was less than the increase in retail prices. While the increase was small, it actually eroded purchasing power. At the current rate of spend through most students are likely to run out of dining plan funds before year end.