



Resident Student Dining Committee

Minutes of Meeting

Date: Thursday, October 8, 2015, 11:30am
Location: DV3214
Attendees: UTM Andrea D., Beth S., Mariam S., Vicky J.
Students Alice L., Emily K., Zeri T.

1. Administrative

A. Terms of Reference

- Andrea reviewed the terms of reference for the Committee
- Committee member introductions were made
- Vicky clarified that we are looking for student representation from all relevant groups of Resident Student Meal Plan holders, including first-year students, upper-year students, suite students, townhouse students, and students from OPH
- Andrea mentioned that, typically, a formal agenda is distributed via email when the meeting dates are set, but, due to the fact that the Committee Membership has still not been formally established, an informal agenda was discussed with Alice – a formal agenda will be distributed for the next meeting
- Andrea also reiterated that all Meeting Notes from Resident Student Dining Committee Meetings are posted on-line within a few days of the meeting
- Andrea asked Alice to identify 2 members of the Resident Student Dining Committee to serve on the Food Service Advisory Committee

2. New Business

A. Fair Trade Campus Update

- Andrea provided a brief overview of the UTM's efforts to become a Fair Trade-Designated Campus
 - The requirement for the UTM to become a Fair Trade Campus-Designated Campus is in the new Food Service Contract
 - The UTM had a Fair Trade Lunch & Learn for the UTM Community on September 15, where the Executive Director of Fair Trade Canada, Sean McHugh, made a presentation that provided an overview of what Fair Trade Canada and becoming a Fair Trade Designated Campus is all about
 - The UTM celebrated Fair Trade Canada Week (Sept 21-25) with an information booth in the TFC and samplings, promotions, social media contests, and giveaways across campus to bring awareness about Fair Trade to the UTM Community
 - The UTM also had a Fair Trade brownie sale to raise money for the student's ROP trip to Guatemala to Fair Trade certified producers in January 2016
 - Vicky pledged to do other fund-raising events to support the trip
- Andrea provided an update to the status of the Fair Trade-Designated Campus effort to date

- At least one Fair Trade-Certified chocolate bar is now available at each outlet where chocolate bars are sold
- Fair Trade-Certified Tea is now available at each non-branded outlet where tea is sold
- Fair-Trade-Certified Coffee is available at the North Side Bistro and through catering, but the UTM is still working to bring Fair Trade-Certified coffee to Colman Commons and through vending
- The annual celebration of Fair Trade will continue to occur during Fair Trade Canada week each year
- The Steering Committee, which will serve to govern and audit Fair Trade activities at the UTM, will be established through the Food Service Advisory Committee
- The next steps for the UTM are to speak with the UTMSU to get the Student Centre on board with becoming Fair Trade-Designated and to complete and submit the Fair Trade-Designated Campus application form

B. Food Service Contract Update

- Andrea reviewed the timeline around establishing the new Food Service Contract that came into effect in June 2015
- Andrea noted that the Food Service Contract is posted on-line and encouraged the Committee to read the contract and bring any questions to the next meeting
- Andrea provided some highlights from the Contract
- Vicky also discussed the plan to implement a third party “Secret Shopper” auditing program
 - A third party auditor will develop the program based on the needs of the UTM
 - Third party auditors as well as UTM students will act as “Secret Shoppers” to perform audits focusing on customer service, food quality, meal plan transaction issues, etc.
- Andrea also informed the Committee that the Request for Service Qualifications from catering companies has been posted to MERX, with the deadline for submissions being October 9th, 2015

C. Preliminary Food Service Budget

- Andrea explained that the governance process has been moved back a month this year, and the need to review the preliminary budget must be done in the first meeting
- Andrea provided a preliminary overview of the food service budget:
 - Because the Food Service Contract stipulates that there will be a 0% price increase for 2016-17, Meal Plan Rates for 2016-17 will also have no increase
 - Andrea mentioned that the 0% price increase will only apply to non-branded outlets since branded outlets dictate their own price increases to which Chartwells must abide
 - Andrea explained that changes in Meal Plan Rates must suit with changes in food prices in order to maintain the purchasing power for students from year to year
 - Andrea confirmed that food costs always increase from year to year, so a Meal Plan Rate increases will likely take place in 2017-18, but there will not be an exaggerated increase to make up for the 0% increase from 2016-17
 - Andrea showed comparisons of UTM’s Meal Plan Rates with other Ontario universities with declining balance meal plans and how UTM’s food prices compare to other universities as well
 - i. UTM’s meal plan rates are in the lower-middle ranking as compared to other Ontario universities
 - ii. UTM’s food prices are well below average when compared to other universities
- Andrea provided an overview of the UTM’s capital investments
- Andrea also explained that, even with the UTM having below average meal plan rates and food prices, UTM Food Services is still able to cover its capital investments, with its aim being to operate at break-even going forward

D. Questions

- The students asked if the UTM has its own criteria on how Chartwells operates

- Vicky responded by referring to the Scope of Work and Operating Agreement included in the Food Service Contract, which was developed out of the community feedback initiatives from the consultants during the RFP process and which includes financial penalties for Chartwells for non-performance

Next Meeting: November 2015