

Notes Catering and Tavern Committee 03.02.2015, 1pm, MR1.

UWA Student Guild
University of Western Australia
M300, 35 Stirling Highway, Crawley WA 6009
T: (08) 6488 2295
W: www.uwastudentguild.com

1.0 Attendance

Present	Ashleigh (Chairperson) Liz O'Shea (President)
Apologies	Dave Thompson
Absent	Cam Payne Lara Bromfield
By invitation	Alex Pond and Kate Hoolahan
In attendance	Ken Saverimutto Rodney Taylor Margaret Stevenson (for Tav Mgr., on leave) Irene Conway (Apology, Day Off)

Ashleigh opened the meeting thanking the members for their attendance. She emphasized this is the first meeting of the Catering and Tavern Committee for 2015.

Regretfully due to lack of quorum no business was transacted. A general discussion of the items listed in the agenda took place.

2.0 Minutes of previous meetings

Noted none carried forward from last year for confirmation.

Notes of the meeting for information

3.0 Administration -

Ken reported the start of 2015 specifically January has been very soft. Historically the 1st month is deficit trading for catering and not unusual. He highlighted the impacts at Hackett Café consequent to the shift of offices to the new Student Central precincts. Mobile food vendors will be present on the Oak Lawn as previously. Tavern, remains closed for January but behind the scenes menu boards, new food items etc. are being worked upon.

4.0 Items listed for discussion

Catering

Gourmet Food Options – Ashleigh circulated details of salads. Ken and Rodney noted the request and will trial 2 or 3 salads on a cyclic basis in the 1st semester at the Refectory only. In the Refectory, Kebab counter, Turkish bread was to be added as another option along with current selection of wraps.

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Tavern

Food – Ashleigh requested we add Chicken Parmigiana into the Tavern food menu.

Additionally explore the possibility adding on different types and varieties of chips, example cheesy chips, chilli chips etc. Gluten free options off the Tavern food menu. There is a possibility of servicing this requirement. The chance of cross contamination is very high due to many wheat based products handled at the same counter and preparation areas.

Sausage rolls were another item proposed for inclusion.

EFTPOS – Ken explained the Tavern tills will be exactly like the outlets and the option of EFT payment will commence in the Tavern. There will be no cash out options and the previous cash out scheme will not be available.

5.0 Other Business or Matters

Alex circulated basic details on the Guild website regarding catering and tavern. The details are still work in progress. Likewise she updated the members on the proposed tavern works. She also circulated some option on the furniture. Removal of the black fence, replace furniture, cleaning of the roof, pressure washing of the floor when rid of current furniture etc. Further the drawing and plans were with Cale Black.

6.0 Date of Next Meeting

To be announced and circulated by Ashleigh

Notes Catering and Tavern Committee 18.03.2015, 3pm, MR1.

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1.0 Attendance

Present	Ashleigh Kotula (AK) (Chairperson) Dave Thompson (DT) Lara Bromfield (LB)
Apologies	Liz O'Shea (LO'S) (President) Cam Payne (CP) Margaret Stevenson (for Tav Mgr., on leave)
In attendance	Ken Saverimutto Rodney Taylor Irene Conway

Ashleigh opened the meeting thanking the members for their attendance. She informed the meeting Cam Payne may attend and was on his way.

2.0 Minutes of previous meetings

None to ratify as the last meeting did not achieve quorum and the proceedings were taken down as "notes"

3.0 Administration –

Ashleigh mentioned as per the regs the Council will call for nomination for 3 members to the Tavern and Catering Committee at its next meeting.

Historically the 1st 2 months is deficit trading for catering and tavern and it is not unusual. He mentioned trading has been soft and even after the 1st week of semester student numbers appeared lower than previous years. Mobile food vendors will be present on the Oak Lawn as previously. Tavern remained closed except for one day of trading for the accounting month of February (month ended on 22nd Feb). Apparently due to this date issue and start up for the new semester there could be some stock-take cut-off issues. Tavern was carrying the sick leave costs of Gary Morris who will be on leave for a considerable period of time. Overall the feel is catering and tavern are well placed for 2015.

4.0 Items listed for discussion

Catering

In the Refectory, Kebab counter, Turkish bread was to be added as another option along with current selection of wraps. There has been some misunderstanding and simultaneously there is a request to modify the product as well as add some extras such as Greek Salad, chips within the kebab etc. The catering staff has an appointment to discuss these matters with the person who has raised the suggestions.

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Also it was reported in the Coffee Stop/Juice Bar area additional British sweets and drinks have been introduced.

For Hackett Café a composite capital expenditure paper is progressing through the approval processes and is due to be discussed at the next Council meeting due next Wednesday.

Tavern

Food – It was conformed Chicken Parmigiana was part of the Tavern food menu.

EFTPOS – Ken explained the Tavern tills have been updated exactly like the outlets and the option of EFT payment was in operation at the Tavern. There are no cash out options and the previous cash out scheme temporarily suspended. There are overs/unders with the EFTPOS and the operation the have not been battened down. The till system and the EFTPOS is not integrated, the EFTPOS does not connect easily because of the 'black spots' in communication leading to discrepancies.

Monthly tap beer – AK had suggested the tavern staff peruse the idea of throwing open the selection of monthly tap beers to the punters. For this at the start of the current month the punters are given the choice of 2 or 3 tap beers that may become available from Lion Nathan. On the purchase of a beer the punter is entitled to a vote/coin. On the stipulated date the coins in the respective jars are counted and the popular choice is decided and announced. As the semester spreads across 3 weeks there could one such sequence.

5.0 Other Business or Matters

DT underscored student numbers appeared lower than usual all around the campus including the Tavern. To increase patronage at the tavern he made some suggestions.

Promote new events rather than chase the usual calendar events like St Patrick's Day. Additionally the other suggestions included encouraging committees/Clubs/Societies to hold their meetings within the precincts of the tavern. To attract them, in return the tavern to offer discounted beverages. No finality was reached.

The other suggestion was publication/communication of the list of events at the Tavern through the electronic media of Facebook, instagrams, websites and maybe even a notice board. It was reported the tavern had at one or two events after hours during the semester without exception.

6.0 Date of Next Meeting

To be announced and circulated by Ashleigh

Notes Catering and Tavern Committee 23.04.2015, 3pm, MR1.

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1.0 Attendance

Present	Ashleigh Kotula (AK) (Chairperson) Dave Thompson (DT) Laura Wong Julian Bocking Isabella Wilson Liz O'Shea (LO'S) (President)
Apologies	Cam Payne (CP) Lara Bromfield (LB)
In attendance	Ken Saverimutto Rodney Taylor Irene Conway (absent, day off) Margaret Stevenson (for Tav Mgr., on sick leave)
Invitee	Rida Malik (did not attend, Ken presented details)

Ashleigh opened the meeting thanking the members for their attendance. She also introduced the first timers, Laura, Isabella and Julian. She informed the meeting Liz O'Shea may attend and she did.

2.0 Minutes of previous meetings

Margaret requested clarification about the Monthly Tap Beer and voting coins. Ken and Ashleigh explained it was a suggestion at the previous meeting. Ken and Tavern staff to investigate if this idea could be implemented. Ken drew attention to finish of the 1st semester on 29th May and noted to peruse this with Margaret and the brewery (Lion) for the second semester.

Minutes were proposed by Chairperson and carried subject to the above.

3.0 Administration –

Ken reported on the accounts and financial results for the month of March. Catering had exceeded budget expectations and has recorded a net surplus of \$81K v budget of \$28K or \$53K ahead after 3 months of trading. This favourable variance is of a timing nature. In the Refectory there have been changes to the Kebabs and introduction of some additional options. The additional charge for gluten free rolls has been removed consequent some correspondence between the President and Catering office.

Ken very briefly touched on capital expenditure at Hackett Café and

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completion dates of 3rd May. Immediately following this would be works at the Nedlands café mainly focusing on compliance.

In the Tavern the results were not as budgeted and after having a positive month of March the cumulative deficit was \$33K v budget of \$12K surplus, an adverse variance of \$45K at the end of March. Ken explained in the \$45K variance there was approximately \$26K of sick leave and on-costs. The balance \$19K was attributable about 50% of lower than budgeted sales of \$20K (sales of \$152K v \$171K) and also to some extra staff training and additional staff to cover the absence of the Manager, Gary Morris.

In respect of the proposed works in the beer garden and the fence Ken reported it was in 'works in progress' mode. Since the Committee meeting Ken and Margaret has attended a meeting convened by Cale Black and the architect students where drawing and details of furniture etc. were presented and discussed. There was lot of input from Margaret.

4.0 Items listed for discussion

Catering

4.1 Halal Foods and exclusive microwaves. Ken reported Rida was unable to be present in person due to tutorial commitments. However he said Rida requested him to present her thanks for services provided to Muslim community. Further to have signs announcing the availability and if required/necessary have additional microwaves to service the needs of the Muslims.

Ken undertook to have the signs done up and also if possible and where required increase the fleet of microwaves.

4.2 Gluten Free Breads – Ashleigh reported a request had been received to re-consider the charge made on gluten free breads. The catering team was happy to report the matter had been reviewed and discussed with Lizzy and resolved. Though the gluten free breads were more costly than the traditional bread roll the practice of additional dollar for gluten free roll has been withdrawn and put into effect.

4.3 Designs and colours of wrapping paper and bags. Rodney tabled the various selections and explained the uses and choices. He also mentioned the parameters of the Branding/Media office. The committee approved the recommendations for the wrapping paper and bags.

Additional Rodney had Alex Pond to present the sample of coffee cups that have been selected and ordered.

4.4 Coffee Carts/Roaming Vans. Ashleigh reported that she had some feedback from Cale on discussions about coffee carts and roaming vans on the campus. Apparently this is a provider of coffee services to late night/shift works in and around the airports and there is a possibility of him servicing students at the libraries and for the ALVA Folio week.

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Tavern

4.5 Safety Hazard, Storage of Club/Society Equipment – Ken introduced the topic. Margaret requested the committee to seek alternate spaces for the Clubs/Societies to store their equipment after use at the Tavern. There were a few aspects from the Tavern's point of view that required attention. Tavern had no ownership to the equipment or technical know-how to move and store them. The equipment also posed insurance, safety and hazard threats. Ashleigh noted the concerns and would refer the matter to Tenancy/Property.

4.6 Margaret referred to a meeting with representatives from Lion and their offer for staff training and tasting of craft beers. She was keen to take up this offer with other staff and or the committee.

5.0 Other Business or Matters

5.1 Beer Garden/Fence Renovations. It was reported the designs that were selected have been signed off by Sophie Giles, University Professor/Lecturer for architect's indemnity etc. and Cale with his team of architect student is progressing to finalise the designs, arrange to call for quotations and set up timelines for works to begin by mid second semester. There was also mention of furniture selections etc. Details of the proposed works will be formally reported to Strategic Resources Committee, to this committee and Council.

5.2 Arising from the above discussion Margaret requested if she could continue taking bookings. In return it was suggested "business as usual" until evidence of some finalization to the project except with external 3rd party functions. Once we had reached a definite proposal or business case date we move to review the bookings and cancel. Apparently the tavern has regular repetitive events from Colleges and Clubs/Societies at the rate of about two a week.

5.3 Student Nights – Suggestion from the floors about encouraging "Student Nights" was discussed.

6.0 Dates of Next Meetings

As listed in the agenda and the time will be 3pm for all suggested dates.

Meeting ended at 4pm.

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1.0 Attendance

Committee	Ashleigh Kotula (Chairperson) Cam Payne * Lara Bromfield * Dave Thompson * Laura Wong Julian Bocking ** Isabella Wilson Liz O'Shea (President) *absent ** Apology
In attendance	Ken Saverimutto Rodney Taylor Irene Conway Margaret Stevenson (for Tav Mgr., on sick leave)
Invitee	Tony Goodman, Managing Director Chelsea Hayes, BSO, Marketing

Ashleigh opened the meeting acknowledging the owners of the land and thanking the members for their attendance.

2.0 Minutes of previous meetings

Minutes were proposed by Chairperson and carried. Ken was requested to resend the minutes as some members appeared not to have received the minutes. (Resent on 25.05.2015).

3.0 Administration –

Ken reported on the Catering Division accounts. The operating results for the month of April was some \$75K v budgeted deficit of \$5K and cumulatively after 4 months of trading \$156K v \$23K. The favourable variance of \$80K for month was attributable to better than budgeted sales and good control of costs. However due to wide disparity Ken was cautious and requested the variance to be treated as a timing difference to allow for any unpaid invoices and or month end cut off errors and or omissions. Unfortunately In the Tavern April finished with a deficit of \$10K v budgeted deficit of \$7K. The GP was lower than budgeted and Payroll Costs above budget. Cumulatively it was some \$48K worse off than budget and was explained by almost \$38K being sick leave expenditure of the Manager. The

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balance was lower than budgeted GP with lower sales and higher than budgeted COGS.

4.0 Items listed for discussion

Catering

4.1

Progress Report on Capital Expenditure, Hackett Café - Between Ken, Ashleigh and Tony the progress of the capital expenditure at Hackett Café was explained. It was report almost all of the compliance work was complete. The much awaited delivery of the furniture has been scheduled for Wednesday 27th May. Marketing and Events were to do a promotional \$1 discount voucher for/at Hackett café only for Thursday and Friday. Hackett café will also open on Saturdays during the exam period.

At Nedlands Café the works have started and hopefully would be completed except for the transfer of left over furniture from Hackett café.

At Reid Library to compliment the 24 hour library services the Café to start trading hours of 7am to midnight each day commencing 18th May. The café will trial some additional breakfast options like combo of toast and coffee.

4.2

The recently Council approved \$5 meal has been implemented and slowly catching on.

Tavern

4.3

The purchase order for the furniture was signed off and the approximate cost was reported at \$41K. Delivery was expected on 10th July.

The architect team led by Kale to confirm the colour for the fence and it is most likely to be black. The painting work to be supervised and done by the catering staff. Further, the walls and roof (shade cloths) of the beer garden to be done. It was envisaged some heating equipment would also be purchased and put into situ.

Additionally the description of the proposed works to be displayed and suggestions invited for the balance of the works like the beer garden, murals on the walls and internal areas.

5.0 Other Business or Matters

5.1

Welfare week – proposed activity on the Oak Lawn was reported.

5.2

The current wooden furniture in the beer garden was to be re-positioned on

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the Oak Lawn and under the Refectory eaves as appropriate.

6.0 Dates of Next Meeting

11th June 2015, meeting room 1.

Meeting ended at 4pm.

Draft

Notes Catering and Tavern Committee 04.06.2015, 3pm, MR1.

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1.0 Attendance

Committee	Ashleigh Kotula (Chairperson) Cam Payne Lara Bromfield * Dave Thompson Laura Wong ** Julian Bocking Isabella Wilson Liz O'Shea (President) *absent ** Apology
In attendance	Ken Saverimutto Rodney Taylor Irene Conway Margaret Stevenson (for Tav Mgr., on sick leave)
Invitee	Alex Pond

Ashleigh opened the meeting acknowledging the owners of the land and thanking the members for their attendance.

2.0 Minutes of previous meeting – 14.05.2015

Minutes were proposed by Chairperson and carried.

3.0 Business Completed Via Circular

None

4.0 Committee Business

4.1 Admin matters and accounting results for May; website progress including Food Van EOI forms, and menus for outlets

Ken reported the May accounts were not released by Finance. From a combination of details from catering and finance records trading activity will fall short of budgets. Sales were soft and likely to be below budget. Budget expectations for catering surplus were \$37K but the current predictions were at least \$25K off this mark. In the Tavern trading patterns were the same and likely to be below budget too. The long serving manager who was on sick leave since October 2014 has decided to finish his employment with Guild. From the current sick leave he opted to shift annual leave and the finite date to finish will be in July. Replacement recruitment processes have begun. The accounting

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and financial impact of this decision means that in half the period of May salary/wages will be from previous leave provisions and will not burden the operating results. Thus in this period or the next we may see the results turning into positive numbers.

Alex reported the website was now operational and launched. Early signs confirmed lots of interaction with the students through social media etc.

It was reported the EOI form for prospective mobile food vendors had been handed over to Tony and again likely to be posted on the web pages.

Likewise the menu prepared by Rodney and Ashleigh was in its final stages to be sent to design for hard copies to be printed as of Semester 2.

Catering staff sought clarification on the free hot water service and outlined some actions to communicate concept. Firstly their thought of including free hot water onto the menu boards to communicate/publish the approved decision was requested to be held over. The issue of hot water in double cupped units was costing about 40cents just for the coffee cups. Additionally customers were using all the condiments and were also encroaching into milk etc. Catering staff were requested to advise all outlets to continue the current practices. No change to the intent of having free hot water but it was to be delivered in customer cups that could handle the boiling hot water.

ACTION: **Rodney** to confirm short order menu for Hackett for Semester 2, and send to **Alex** for updating of the hard copy menus.

ACTION: **Alex** to order new menu boards before the commencement of Semester 2, listing that Hot Water is free in a customer's cup, but costs \$\$ if in a T/A cup. **Rodney** to find and alert **Alex** of exact T/A cup \$\$ cost for inclusion on the boards.

4.2 Catering: Update on completion of Capital Expenditure at Hackett and Nedlands

Ken reported all capital and compliance works had been completed at Hackett except for the carpeting at the front door and the metal strip.

Apparently this was the responsibility of the university and has been handed over to Campus Management.

Alex reported 4 more couches on order are due for delivery by 20th June.

As regards Nedlands all complete except the old wood work to be disposed of or carted away to the tip.

ACTION: **Ken** to sort out any remaining issues with contractors re: doors and painting.

ACTION: **Alex** and **Kate** to purchase new crockery with **Irene** and **Rodney**.

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4.3 Catering: Proposal for Hackett Café to become more environmentally friendly with dine in options, and a potential rewards card, with reward to be decided by the committee

Ashleigh opened the discussion and circulated 2 pictorial choices of reward cards. An inquiry if this rewards card could be extended for tavern purchases was also short lived. The system will apply in all outlets EXCLUDING the Tavern.

Rewards cards for purchase of coffee/tea beverages was agreed upon, with the reward being a free beverage of medium size. Extending rewards over the current Keep Cup discount of 30cents was an issue, however it is still a non-landfill choice and therefore valid to receive a stamp.

The reward for customers who choose to order a dine-in meal was to be explored by Catering in order to find a redeemable reward that was financially viable. The matter is to be further researched, but the general consensus is that the reward would involve a SMALL Bain Marie meal in some capacity.

ACTION: Alex to formalize design of coffee/tea rewards card, as well as design of dine-in meal rewards card. Irene, Rodney and Ken to suggest a suitable reward for the meal card (e.g 15% off or free small meal) by next meeting or end of June so the cards can be printed.

ACTION: Catering to chase up the old stamps from 2013 that were used in outlets and said 'GUILD'.

4.4 Catering: Atmosphere of Guild Outlets

Ashleigh introduced the topic of audio equipment in the outlets for better ambience. Hackett café was selected for the pilot project.

Further Ashleigh would seek the help of Events to investigate the viability and cost- benefit analysis to be presented at the next meeting.

ACTION: Events (Siobhan) to explore the cost of an audio system in Hackett/the other outlets.

4.5 Catering: Progress report on Value Meals regarding sales figures, options available, and the success across different outlets

Rodney reported that during the month of May a total of 1362 value meals were sold and highest number was at Reid followed by Science café. The concept took off well and appears to have slowed down.

ACTION: No further action required.

4.6 Catering: Refectory Opening Hours for Semester 2, 2015

Ashleigh presented the idea for discussion. All were in favour of the suggestion. Catering staff sought clarification, if the Refectory would trade as normal with all the stalls and Coffee Stop fully operational, as the stalls are hard to man with limited students. Students were in favour of the Coffee Stop remaining open, but the stalls closing, with ribbons blocking off the entrance to it. The

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Tavern door will also be blocked off or locked as Margaret was concerned about students accessing the Tavern through the Ref kitchens.

The idea regarding new hours involved closing at 5:00pm on Monday to Thursday, and at 3:30pm on Fridays.

Julian suggested that all remaining food should be moved to the Sushi fridge at the Coffee Stop to continue to be sold in the afternoon to reduce End of Day wastage.

Rodney also mentioned that pancakes would be available from the Coffee Stop in Semester 2.

ACTION: Rodney to alert C&T when Pancakes are available.

ACTION: Rodney and Irene to put in place rosters with the new time changes for staff for the beginning of Semester 2.

ACTION: Ken to prepare a P&L report of the Coffee Stop with the new opening hours, and the C&T Committee will decide whether to continue the time changes.

4.7 Catering: Review of Food Vans for Semester 2

To an inquiry on the number of mobile vendors on the Oak Lawn during the semester Ken reported there were 4 vendors, Jumplings, Pizza, Bratwurst Sausages and Wicked Waffles. Pash Yoghurt pulled out after trading for 1 day. Ken advised the programme was handled with care due to conflicts with Campus Management and limited utilities of power around the Oak Lawn.

Ken was requested to list the prospects for the next semester and circulate the details. The committee wished to be the final approving authority.

ACTION: Ken will prepare a list of all food trucks expressing interest in coming to UWA in Semester 2 for the C&T Committee before Semester 2 Starts. The C&T Committee will be the final decision maker regarding which vans come onto campus.

4.8 Catering: Pre-packaged foods – review of suppliers

It was explained every year after the second semester all suppliers were reviewed. This process dovetailed into selling price setting and the budget setting process. Rodney explained that all agreements with suppliers are reviewed in September.

ACTION: All suppliers are to be reviewed by the C&T committee in September.

4.9 Catering: Seafood Salad in the Refectory

The offer of sea food salads and the possible separation or packaging was discussed. The salad is unpopular among most students who wished to see it removed if it is not very popular due to issues regarding students with allergies, and it's general aesthetic. It was noted seafood salads would be pre-packaged and segregated.

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ACTION: For now, **Catering** is to ensure that the salad is to be packaged separately to other salads.

ACTION: **Irene** and **Rodney** to prepare a record of how often this salad is sold in semester through asking staff and production records/sheets. This is to be reviewed at the next meeting as to whether the salad should continue.

4.10 **Tavern: Progress report on works in Beer Garden (**

Alex reported that painting of the fence was in progress or about to start. Furniture had been ordered and expected to arrive late June or early July. Chelsea will crank up the advertising via electronic means and support the tavern in its sales endeavours.

Also possibility for live art on the walls during the relaunch of the tavern on the blank walls.

ACTION: **Chelsea** to meet with the **Tavern Manager** regarding any marketing campaigns for Semester 2 that need to be developed for the unveiling of the new furniture and exterior.

4.11 **Standing item: Halal Food Project – update from the Guild Council Meeting**

Ken reported he was preparing a briefing paper and would seek some direction from the Guild Executives of the desired outcomes. Ken is looking into the potential for Acorn Café to be redeveloped to become Halal Certified and will report back with updates.

ACTION: Item to stay on Agenda indefinitely. **Ken** to report back to **C&T Committee** at next meeting with updates.

5.0 Motions on Notice (**Amended Motion**)

5.1 That the Catering and Tavern Committee endorses the creation of a dine-in rewards card to become available as of the beginning of Semester 2, 2015, across all outlets **excluding the tavern.**

Moved: Ashleigh Kotula; Seconded: Lizzy O'Shea

Motion carried. All in favour.

5.2 That the Catering and Tavern Committee endorses that Hackett Café becomes a primarily 'dine-in' café, with take away options available upon request, as of the beginning of Semester 2, 2015.

Moved: Ashleigh Kotula; Seconded: Lizzy O'Shea

Motion carried. All in favour.

5.3 That the Catering and Tavern Committee requests a cost-benefit analysis of an audio system in all Guild Outlets with Hackett Café as the priority and pilot

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location, to be reported back to Committee at the next meeting, **by the Events department.**

Moved: Ashleigh Kotula; Seconded: Lizzy O'Shea

Motion carried. All in favour.

5.4 That the Catering and Tavern Committee endorses the extension of the Refectory opening hours until 5:00pm, Monday to Thursday, for a trial period of four weeks as of the beginning of Semester 2, 2015.

Moved: Ashleigh Kotula; Seconded: Lizzy O'Shea

Motion carried. All in favour.

5.5 That the Catering and Tavern Committee becomes the final decision making body regarding the food vans to be invited onto campus, and/or renewed for Semester 2, 2015, and are provided with the resources to decide this **before Semester 2 commences.**

Moved: Ashleigh Kotula; Seconded: Lizzy O'Shea

Motion carried. All in favour.

5.6 That the Catering and Tavern Committee endorses the exploration of alternate pastry and cake suppliers by the Catering Division for all Guild Outlets, to be reported back to Committee at the next meeting.

Moved: Ashleigh Kotula; Seconded: Lizzy O'Shea

Motion postponed until September meeting.

5.7 That the Catering and Tavern Committee endorses the exploration of alternate sushi **types** by the Catering Division for all Guild Outlets, to be reported back to Committee at the next meeting.

Moved: Ashleigh Kotula; Seconded: Lizzy O'Shea

Motion carried. All in favour.

6.0 Other Business

6.1 Reid Café Exam Opening Hours

Rodney reported that Reid Café is doing very well with its new opening hours, and is making a substantially increased amount of money compared to 2014. Due to this success, it was suggested by Julian that Science Café be kept open until 6pm for Semester 2.

ACTION: Rodney to look into the Science Library figures and whether it would be viable to extend trading hours/open on weekends in Sem 2 exams. Rodney to also look into planning for Semester 2 at Reid.

6.2 Tavern Uniforms

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Margaret reported some issues with the new idea for Tavern Uniforms regarding temperature control, laundering and cost of carrying/storage.

Ultimately there is no room to move with the uniforms – they will be implemented.

Laundering of new uniforms will need to be worked into pay of Tavern staff.

Margaret has also mentioned a compliance issue where there is no room for staff to hang their bags and stuff which is an issue regarding space.

ACTION: Ashleigh to speak with Jenny and Tony about uniforms and their logistics.

7.0 Date of Next Meeting

TBA.

Meeting ended at 4:15pm.

Draft

Notes Catering and Tavern Committee 26.08.2015, 4pm, MR2.

UWA Student Guild
University of Western Australia
M300, 35 Stirling Highway, Crawley WA 6009
T: (08) 6488 2295
W: www.uwastudentguild.com

1.0 Attendance

Committee	Ashleigh Kotula (Chairperson) Liz O'Shea (President) Isabella Wilson Cam Payne * Lara Bromfield * Laura Wong ** Julian Bocking * Dave Thompson ** *absent ** Apology
In attendance	Ken Saverimutto Rodney Taylor, apology and on work call Irene Conway, RDO Hayden Greenham
Invitee	Alex Pond

Ashleigh opened the meeting acknowledging the owners of the land and thanking the members for their attendance.

She informed the committee that Dave Thompson has resigned from the committee and resignation was accepted

2.0 Minutes of previous meeting – 16.07.2015

Minutes were proposed by Chairperson and carried.

3.0 Business Completed Via Circular

None

4 COMMITTEE BUSINESS

4.1 Updates on Action Items from previous meeting:

Hot Water – Service and Delivery

Still work in progress. Details of cost of cups sent to Alex.

Action: Alex and Rodney to work together on the new Hot Water signs.

Completion of works at Hackett and purchase of crockery and cutlery

Capital works completed except carpet to entrance. This is under Campus Management. Purchase of crockery and cutlery completed and in use.

Action: Item completed.

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Rewards cards for coffee and dine in meals

250 cards and a corresponding rubber stamp to be designed and procured for use exclusively at Hackett café.

Action: Alex to organise the printing of cards just for Hackett and the purchase of a new stamp

Purchase of audio system for Hackett and other outs

Thought differed to next year budget. Carry forward to next year Committee.

Action: Completed. Note in hand over notes.

Pancakes in outlets and extended trading in Refectory

Reported pancakes introduced in all outlets and selling.

The Refectory now remains open till 5pm after closure of the service counters at 3.30pm except the Coffee Stop. The 1st fortnight of the trial recorded very little, 4 or 5 person use of the area. Trial to be continued and details reported at next meeting.

Action: Alex to work on promoting the availability of pancakes in cafes and also get media to announce the availability of the Refectory till 5pm. Ashleigh to instruct the clubs through Nevin about locations that can and cannot be used

Listing of EOI of mobile vendors and selection for 2nd semester

The requested details were received and circulated to the members by Ashleigh. Ashleigh reported she had very low response to her note. Further in view of the complication of vendors on campus and other cross discussions in progress the following vendors were noted for the 2nd semester. They were - Pizza, Jumplings, Anton's Bratwurst and George's Kebabs.

Action: Any changes to composition of vendors to be reported.

Sale of seafood salad and logistics

Reported salads now pre-packed and stored in the open fridge for sales. Sales numbers were very small and solution accepted.

Action: Completed.

Notes Catering and Tavern Committee 26.08.2015, 4pm, MR2.

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4.2 Admin matters and accounting results for July

Catering - Ken reported the accounts revealed a deficit \$54K v budgeted deficit of \$26K. The budget included income of \$10K from Subway/Boost which will not be forthcoming for some time. Hence if budget is adjusted it would read as a deficit of \$36K. The other deviation of \$18K was explained by lower than budgeted sales of \$45K (\$215K v \$260K)

Tavern – The tavern numbers were deficit of \$33K v \$17K. Majority of the deviation was attributed to the termination (sick leave entitlement) payment to ceasing Tavern Manager.

4.3 Catering Social Media Campaign (Izzy)

Noted and Izzy to liaise with Media and IT staff.

Action – Izzy to report progressively.

4.4 Halal Update

Lizzy reported details of a meeting with MSA representatives about Halal foods on campus. Firstly, dedicated microwaves to be removed or not highlighted due the animosity and or perceived friction between the students and the Muslim community. Secondly, Guild/Ken to provide Lizzy with Halal certificates and lists of products so that she could forward them to MSA representatives. It has now transpired if the Guild can evidence the meats used by the suppliers of foods is Halal and the possibility of cross contamination is low it might meet the objectives of the MSA. Further MSA representatives have requested time for them to decide on a course of action that is amicably suitable.

Action – Update from Lizzy and Ken

4.5 Tavern General Updates (Hayden, Alex)

Alex confirmed all furniture received and Hayden confirmed they are in situ and operationally effective.

The fence design is still with the UWA Architecture Faculty and the students (led by Kale Knight) are interacting to get it to tender stage. At present it appears to be a end of semester/holiday project.

Action – Alex/Hayden to report on progress and update

4.6 General Brainstorm for Refectory Future (Lizzy, Ashleigh)

Noted the arrival of Subway and Boost in the near future in the Refectory precincts. General discussion on the mobile vendors and their impacts and dilution of sales and decreases in profits took place.

Action – Noted for hand over notes and take into consideration for budget

Notes Catering and Tavern Committee 26.08.2015, 4pm, MR2.

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2016.

4.7 General Brainstorm for Nedlands Cost Control (Lizzy, Ashleigh)

Not much of news from University about future of Nedlands precincts. The investment to upgrade and meet compliance requirements of City of Nedlands has uplifted the café but without corresponding improvement in patronage. Finish off with addition to gardens or greening off of the café to be done.

4.8 General

1. Hackett Café

Alex reported some 2 chairs were short in Hackett café. Further the light fittings were either switched off or left on the floor. (Since the meeting Rodney has instructed staff to ensure on every round of half hour cleaning to ensure the lights are switched on and back on tables)

2. Ice Coffee

Ashleigh reported some uniformity would be ideal for ice coffee. She suggested baristas in all cafes be instructed/trained and use 2 shots of coffee.

3. Vegan Pies

Apparently the acceptance of vegan pies very high and a request was made to Stock all cafes with those pies and present a visual of it. Not to leave a single Pie on the shelf and an impression of 'sold out'.

4. Steamed Vegetables as in Hackett Café at Guild Village

A request to trial it out was made just for one week as a promotion was Made.

5.0 Motions on Notice - None

6.0 Other Business - None

7.0 Date of Next Meeting - TBA

All committee members need to send screenshots of their timetables to Ashleigh so that a new meeting time can be established for Semester 2.

Meeting ended at 4:50pm.

Notes Catering and Tavern Committee 28.10.2015, 2pm, MR1.

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1.0 Attendance

Committee	Ashleigh Kotula (Chairperson) Liz O'Shea (President) Isabella Wilson** Cam Payne Laura Wong ** Julian Bocking * Absent ** Apology
In attendance	Ken Saverimutto Rodney Taylor Irene Conway Hayden Greenham
Invitee	Alex Pond ** Tony Goodman

Ashleigh opened the meeting acknowledging the owners of the land and thanking the members for their attendance.

2.0 Minutes of previous meeting – 26.08.2015

Minutes were proposed by Chairperson and carried.

3.0 Business Completed Via Circular

None

Notes Catering and Tavern Committee 28.10.2015, 2pm, MR1.

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4 COMMITTEE BUSINESS

4.1 Updates on Action Items from previous meeting

None

4.2 Admin matters and accounting results for July

Catering - Ken reported the accounts revealed a cumulative surplus of \$299K v budget of \$302K. The budget included income of \$30K from Subway/Boost which will not be forthcoming to the period September.

Tavern – The tavern numbers were deficit of \$54K v \$40K surplus. For the month it had recorded a surplus of \$11K. Majority of the deviation was attributed to the termination (sick leave entitlement) payment to ceasing Tavern Manager.

4.3 Catering Social Media Campaign (Izzy)

Noted and Ashleigh to discuss with Izzy.

4.4 Coffee Cards

Rodney and Irene presented a sample of cards previously used with a stamp. The committee approved the use for the month of November at Hackett.

4.5 Vegan Pies

In response to Ashleigh's comments Rodney reported the cafes were well stocked and supervisors have been instructed to keep the stocks on display rather than be satisfied with 'sold out' during trading.

4.6 Guild Village – Vegetables

Rodney reported it was not possible to have had the vegetables across from Hackett. It involved foodsafe and worksafe issues. However in the planning for 2016 it has been noted to have vegetable options at Guild Village café. Further the packaging has been changed to include vegetables with hot meals.

4.7 Halal Update

Ken and Rodney reported they have concluded meeting with the representatives from Mosque. A proposal has been received by Jenny Ophel and she had presented the reported to the President and it has been approved for acceptance. A meeting with Tony and Lizzy has been scheduled for Friday 30.10 to further discuss the matter and seek clarification and directions

Notes Catering and Tavern Committee 28.10.2015, 2pm, MR1.

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4.8 Tavern General Updates (Hayden)

Hayden reported the Tavern will be open during the Study/Exam weeks to 22nd November. It included Melbourne Cup and in this regard he directed to seek help from Media to promote the event among university staff. Tony suggested about reviving the sweep etc. Further during the break Hayden will discuss with Ken options to revamp/rotate the food menu.

Hayden inquired about the proposed fence. The fence design is still with the UWA Architecture Faculty. Tony reported he will contact Sophie Giles and push it along.

5.0 Motions on Notice - None

6.0 Other Business - None

7.0 Date of Next Meeting - TBA

Meeting closed about 2.50pm