



Minutes

UWA Student Guild

Catering & Tavern Committee

Date: Monday 23rd January @ 10:30am
Location: Meeting Room 1

- 1 WELCOME AND OPENING
- 2 CONFIRMATION OF PREVIOUS MINUTES
- 3 BUSINESS COMPLETED VIA CIRCULAR

None

- 4 PROCEDURAL BUSINESS

None

- 5 PLANNING BUSINESS

Tavern

5.1 Menu Changes / New Menu

- a) Preview of the new menu presented to the committee. The new menu is more streamlined, less complicated than the last menu.
- b) Changes include: removal of sweet potato fries due to supplier issue, improved vegetarian & vegan options, introduction of pizza (individual size pizza with chips), steak sandwich (will be entered into competitions). Many successful items that were on special last semester will be integrated into the menu). Changes in burger order and pricing – “create your own burger”. Student Guild pricing has also been introduced.
- c) Improve marketing of pre-orders - should be communicated to university staff and individuals who have time constraints.
- d) Look to increase the footprint of the Tavern through a takeaway menu.
- e) Slight increase in tap prices
- f) Different Cocktail menu – better quality and improved jugs menu

5.2 Hour Extension

- a) Happy Hour Extension to be 4-5pm Monday, Tuesday, Wednesday, Thursday and happy hour 5-6pm Friday.

5.3 Extended Kitchen Hours

- a) Kitchen extended to 8pm Tuesday, Wednesday, Thursday and Friday. This will work well for quiz nights so they can have more food options.

5.4 Tavern Functions

- a) Huge success with the Function Website Database. Up until June, almost every Saturday booked out. Might be worth suggesting other function spaces e.g. Hackett Café. Historically the website not very user friendly, however, after the necessary changes made – will expect more usage of other spaces. All data done through engagement.

5.5 Dinner Time Meal Deals

- a) After 5pm, the menu changes to dinner options

5.6 Wall Art Ideas

- a) Give the Tavern more personality. Need to get student input on this. Presentation to be forwarded. Example: putting old pictures up on the Tavern.

5.7 ALH – 10% Discount to Guild Members

- a) ALH have provided 10% discount to Guild Members and income in exchange for advertisement. They have not been allowed to advertise prices, however, the committee should consider whether the Guild should advertise other venues.

Catering

5.8 Coffee Pricing: New Schedule

- a) Our Supplier for coffee, European Foods, have put their price up for coffee. They have suggested that the Student Guild need to increase our price to mitigate the price jump, however, we may need to decrease the price on our boards for coffee as it is above the market price. Need to adjust the price. Jack suggests reducing the standard price of coffee and reduce the % discount provided for Guild Students. Increase in the cost of production must be matched with increased in price.
- b) Change the advertising from % to actual dollar value pricing. % does not mean very much, the final price is much more important. Include the year to date savings. Showing the monetary value is much more effective. Signage needs to be developed.
- c) Another issue that will be resolved is the offering of Guild Discounts to non-discount members. Soon implementing a system in which students must tap their student card for it to work.
- d) Not enough student committee members present so need an email to be sent out to approve this motion to change the coffee prices
- e) Automatic loyalty program – e.g. get 10th coffee for free
- f) Have been working with an app company to pre-order coffee in the past but has not been successful

5.9 Menus & Theme for Each Café

- a) When the refectory project is completed need to be able to give different offerings in each café:

* Guild Village: Asian Offering, preliminary changes to the kitchen. Sushi & made to order Asian Wok, short menu for students to order. Change in the signs. Tables have already been changed. Will add another till and perhaps more tables.

* Quobba Gnarning: Mediterranean

- * Hackett Café: NE American food
- * Science Café: Realign the menu

When Francis comes back, he will finalise the menus and can finally.

Menus to be forwarded once they have been developed.

5.10 Mobile Vans Semester 1 (selection, number of vans per day)

- a) Refectory not going to be open so need to increase the number of vans from 3 per day to 6. They will have to show some diversity. No coffee vans. Students should meet to discuss options. All vans that have run in the past should get another run.

5.11 Ice Cream Offering

- a) Quobba Gnarning doesn't have any ice cream offerings. Considering something completely different e.g. Coco froyo mini tubs.
- b) Must consider the cost of electricity

5.12 Refectory Project

- a) Will discuss in the next meeting
- b) Many tenants hoping to move into refectory.

5.13 Wine Appreciation Club

- a) Stephen, the founder
- b) Tavern have provided a significant amount of support
- c) 4 events planned in the first year
- d) Should increase the wine sales and attract different types of people
- e) Need to see if there are any clubs that would like to collaborate

5.14 Coffee Hatch Hackett

- a) There has been a delay but will be open semester 1

5.15 Additional Coffee Machine at Quobba Gnarning

- a) Needs to be an additional one so this will go ahead soon.

6 NEXT MEETING



Agenda

UWA Student Guild

Catering & Tavern Committee

Date: Monday 13th March @ 2:00pm
Location: Meeting Room 1

1 WELCOME AND OPENING

Introduce everyone on committee

2 CONFIRMATION OF PREVIOUS MINUTES

To be confirmed via circular

3 BUSINESS COMPLETED VIA CIRCULAR

None

4 PROCEDURAL BUSINESS

None

5 PLANNING BUSINESS

Tavern

5.1 Feedback on Tavern Menu

- a) Missing sweet potato fries and chicken parmigiana – these were sold for less than cost price last year. If they were to be re-introduced to the menu would have to considerably increase price. Need a cooling down period to re-introduce these menu items to the Tavern so there is no price shock for individuals.
- b) Nevin said he would like plastic gloves for messier menu items like there are Nene Chicken and Sun BBQ.

5.2 Thursday Student Night

- a) Make this a regular event. Alex says many go to the Claremont on a Thursday due to convenience and location.
- b) Must organize music, lighting and a DJ. The DJ must be able to read the crowd and have a mix of music. Possibility into purchasing equipment rather than hiring, but could be costly. Jack said there may be issue with storage.
- c) Hayden said that students are very price sensitive – consider discounting drinks. Perhaps \$5 drinks.
- d) Hayden said that they may be able to use the funds for Returners for a big launch for Thursday night at the start Semester 2.

5.3 TASK/POS

- a) Problem with prices that don't match menu items and cannot be changed on the till. Hayden said that he must give Rodney 3 days in advance to change it. Jack already considered this and will give access soon. Kelvin is also working on it.

5.4 Tavern Events

- a) The Tavern needs more events to draw in more people

5.5 Wall Art

- a) Have not found anything in the Guild Archives yet but Jennifer has looked through the UWA archives and found some items e.g. contracts, photos & documents. Committee to check out the Archives.

5.6 ALH

- a) They give a % return from sales to Guild students – the issue is with the plastic value of this. Will continue the relationship and let them advertise but nothing about prices.

Catering

5.7 Improving Music in Cafes

- a) There have been plans in the past about students creating their own playlist, however, it didn't work out.
- b) Nevin suggested making a collaborative playlist through Guild Weekly
- c) Committee said to get a group of students together to decide on a playlist
- d) Currently play radio station which plays "Chilled Music"
- e) Suggestion for Jukebox where students can scan card and choose songs

5.8 Opening times for the Dentistry Kiosk

- a) The Dentistry Kiosk is much busier at certain periods of the day. Alex suggested having split shifts.
- b) Jack says this will be hard to implement.
- c) Dentistry library is closing for refurbishments and will be re-opening September. The close has caused a decrease in sales.
- d) Rodney says to assess hours for opening due to declining sales. Have considered shutting at 3pm instead of 3:30pm.

5.9 Feedback on Hackett

- a) Coffee Hatch is a good addition – opens 7:30am to 2pm. However, staff leave making it look like it's closed. May need to purchase a sign to acknowledge staff left to attend to something else.
- b) Hackett Garden has had very positive feedback.
- c) Nevin would like to introduce lighting in Hackett. Fairy lights may not be feasible, however could look for something to make it give it a cozy feel.

5.10 Coffee Pricing

- a) The new TASK system makes it difficult to add discounts on coffees with additional orders. Work is being done to fix this.

5.11 Quobba Gnarning Café

- a) There will be some specials in Hackett and Quobba with the aim of increasing sales on larger coffee orders. These specials include a free mini donut with the purchase of a large coffee and ½ price muffins when large coffee purchased. These specials will be advertised through social media.
- b) Quobba will be test trialing opening at earlier times and closing later (around 30 minutes – an hour earlier/ later). This will also be pushed on social media.
- c) Ice cream proposal to be given in the next few weeks

5.12 Food Trucks

- a) La Fuente dropped out on Thursday/ Friday so now only have 3 food trucks on those days. Will not be getting another food truck as the Refectory still open anyway.

6 NEXT MEETING

Monday April 10th @ 2:00pm

5 Thursdays



Agenda

UWA Student Guild

Catering & Tavern Committee

Date: Monday 10th April @ 2:00pm
Location: Meeting Room 1

1 WELCOME AND OPENING

2 CONFIRMATION OF PREVIOUS MINUTES

3 BUSINESS COMPLETED VIA CIRCULAR

None

4 PROCEDURAL BUSINESS

None

5 PLANNING BUSINESS

Tavern

5.1 Outside food in the Tavern

- a) Hayden: Issues with space/ tables being taken up by students who bring in food from external food providers – especially during peak hours in the Tavern (around 12-2pm). There needs to be a decision on whether the Tavern is a commercial space or not – other spaces like Hackett are often used as a study space or hang out place for students to go – what do we see the Tavern doing?
- b) Possible solution:
 - Put a sign up stating that the space is for paying customers during peak time hours. Allows students to be aware of the problem and to self-regulate themselves. This may, however, drive away customers.
 - Jack: perhaps look at new seating outside Subway and Boost so that students who purchase food from these external food providers has a place to sit.
 - Set up an allocated space in the Tavern for students to study or hang out
 - Ask one of the staff members to ask these students whether they need anything/ ordering anything - this is the easiest / least confronting solution.

5.2 Seating Outside Quobba Gnarning

- a) Jack: University is building strategy for seating next semester, so will take the seating back from outside QG – this can be used somewhere else. Keep in mind that we need to discuss with campus manage when installing seating arrangement around cafes.

5.3 Proposed May Lunchtime Events

- a) Oak loan is not as busy as we hoped for the semester so need to do offers over the week to draw people into the Tavern.
 - o Monday: Dimsum basket at the Tavern for \$9.
 - o Tuesday: Trivia from 12:30 – 2pm. Students will come in teams. The first prize is a \$50 bar voucher, second prize \$30 and third prize \$20.
 - o Wednesday: Comedy lunch time. 10 comedians get 5 minutes each → audience gets to boo the performers off stage. The winner wins a prize.
 - o Thursday: Food offering – satay skewers with hot sauce. There will also be Thursday Nights at the Tavern.
 - o Friday: This has not been arranged yet but the shifts of happy hour times has been successful.

- b) Other: There is going to be more Asian type beers from China, Singapore and the Philippines. Considering including Bubble Tea Cocktails on the menu too.

5.4 Bob Hawke Beer

- a) This beer is being introduced into the Eastern State markets on the 25th of April. UWA has a potential to be one of the first suppliers of this beer in WA.

- b) Action: Hayden trying to get in contact with brewers over east for our tap agreement currently.

- c) Jack: there is a potential to have our own UWA-branded beer but currently limited by tap agreement.

Catering

5.5 Refectory Tenancy's

- a) Tenancies: About to sign with Utopia who have already ordered equipment. They will be in the coffee-stop space. They are 3 weeks away from coming in. Looking to also bring Tommy Sugo (pasta) in.

- b) Nevin on Refectory: SRC meeting only in July. Might take around 2-3 months to get approval for the Refectory so hopefully proceed with construction of the new refectory by the end of the year – although pushing for Semester 2.

5.6 Guild Village Changes

- a) There will be a shift to a more Asian Menu. Full offering with Dim Sum when Drew comes back from sick leave.

6 OTHER BUSINESS

6.1 Nevin Food Recommendations

- a) Install tobacco sauce and chilli flake shakers at the Tavern
- b) Menu needs more marketing – for example students able to order shoe-string chips vs chunky chips
- c) Meat option for gnocchi

6.2 Alex's Food Recommendations

- a) Bucket deals for Asian alcohol and food

6.3 Other Recommendations

- a) Quobba Gnarning hatch – needs awnings, university still needs to approve and pay for it
- b) Possibility of pre-ordering coffee
- c) TASK/POS system being sorted out
- d) Marketing for Hackett full breakfast – currently only on A-Frame at Hackett

Meeting Adjourned 2:58pm.

7 NEXT MEETING

Monday May 8th @ 2:00pm



Agenda

UWA Student Guild Catering & Tavern Committee

Date: Friday 12th May @ 11:00am
Location: Meeting Room 1

ATTENDEES

Alexandra O'Brien (Chair)
Pheobe Ho
Bryan Quah
Nevin Jeywardana
Alexander Tan
Jeremy Cole
Zxeng-Lindt Lee
Hayden Greenham
Rodney Taylor
Barbara Buxxman
Andrew Callander

APOLOGIES

Mutya Maraginot-Joseph

1 WELCOME AND OPENING

Welcome to Country. Paid respects to Nyungars past, present, and future

2 CONFIRMATION OF PREVIOUS MINUTES

3 BUSINESS COMPLETED VIA CIRCULAR

None

4 PROCEDURAL BUSINESS

None

5 PLANNING BUSINESS

Tavern

- 5.1 Incorporating a food element to tavern logo and branding
 - Incorporating the branding 'bar and bistro' so people would know that there's a food offering
 - Currently 30/70 for food:drinks. Last year 40/60.
 - Options
 - o Bar and bistro
 - o Bar and kitchen
 - o Bar and Burger
 - o Have something under 'The Tav'
 - o Fluorescent sign saying 'Food' inside Tav
 - o 3-4 dot points under 'The Tav' logo, or slogan to inform people (e.g. food, cocktails beer, or food, events, beer)
 - o **Action:** Jack and Hayden to discuss with Elise (Marketing) for options.

- Issue with splitting name branding into 'bar' and 'kitchen' section—u18 may think they can enter 'kitchen' section for food.

5.2 Revisit disabled toilet for tavern

- Planned to install Disabled toilet next to Female toilet, since we have the space.
- Changeover from City of Subiaco to City of Perth.
- Revisit idea because since Tav are running more events/functions, need to cater for people with disabilities/older-aged people.
- Jack has already approached campus management to push for disabled toilet installation. Biggest cost is widening the door frame for disabled toilet access.
- **Action:** Hayden to speak to Kelvin to get card-swipe access fixed for disabled toilet in guild.

5.3 Courtyard Lighting

- Original plan for festive/fairy lighting under where all couches sit. Would make Tav more presentable, especially for functions/events
- Need business case plan
- Committee agreed to go ahead with lighting.
- **Action:** Hayden to get quotes for lighting costs

5.4 Courtyard Painting

- Some pillars worn down over years, need cleaning/painting to revamp.
- If pressure-cleaning of Ref courtyard outside Utopia successful, will do same cleaning process for Tav.

5.5 Comms Reaching students

- Currently have done leaflet drops, social media.
- Contact Marketing to set up some week-by-week calendar for Tav promotions/deals/events
- Suggestion to include Tav/food section in Guild Weekly. Can attach page that shows students everything that's happening at uni, or send link to calendar with highlight of the week.
- **Action:** Jack to forward Nevin link with Chelsea's list of food events from the week to include in Guild Weekly. But also issue with sending constant messages on catering.
- Better to have students promote on their social media—Instagram, facebook, etc. Word of mouth, Snapchat filters? Use UWA Students snapchat account to communicate food deals.
- **Action:** Jack to ask Madeline (Marketing) more about using UWA Students Snapchat.
- Suggestions
 - o Create A4 online graphic (can post on FB) similar to Varsity Bar that clearly communicates themed days (e.g. different colour for each day).
 - o Change A-Frames outside Co-op—make more colourful and eye-catching.
 - o **Action:** Review with marketing our options. Drew already working on marketing for each café
 - o Alex suggested starting a Tav committee

5.6 New Burger Menu

- 'Create-your-own-burger' frustrating, since have to add up costs separately.
- Now have 7 types of burgers, with many ingredients included in each burger so people can just request to remove ingredients if they don't want them.
- Eventually, looking at expanding pizza range in future.
- Suggestion for more vegetarian options—mushroom burger? But issue with costs/pricing. Could have one-off speciality pricing.
- Nevin's suggestions
 - o Options to add extras to menu
 - o Rewording description, so it says "with a complementary side of chunk or shoe-string chips"

5.7 Eagle Rock in the Tavern/ at events

- Requirement for all people to wear shoes in Tav

- But unfair if females not allowed to take shoes off to dance, but males allowed to drop pants down for Eagle Rock songs.
- If ban Eagle Rock altogether, may backfire. People may just find another song and still do it
- Solution: Needs to be managed in that situation. Suggested that until it becomes a much larger issue, we may have to address it later on. But if situation arises again, will have to tell people to pull their pants up (at least this is some sort of proactive action)
- Until there is much stronger movement to change this, we can't do much else.

Catering

5.8 Coffee Cart @ Business School

- Suggestion to have coffee cart —Company that gives 50c for each cup
- If put cart at business school, won't affect Guild, but will affect UniClub who does catering at business.
- Unlikely to bring on coffee cart, because it doesn't meet needs, and also because the university would be unlikely to want any competing food vans to come on.

5.9 Weekly Menu

N/A

6 OTHER BUSINESS

- Guild Village Café updates
 - o Good feedback generally about Asian Wok
 - o Suggestions for Nasi Lemak, papadums, prawn crackers, stuff made out of fish-paste?
 - o Decorations—bamboo shoots/plants to fill white wall space?
- Science Catalyst Café updates
 - o Café sales going up
 - o Shut Guild Village café earlier, extend Catalyst's opening hours?
- Hackett updates
 - o New menu format to present menu
 - o Push for different deals and new items
 - o **Action:** Barbara to approach Marketing to discuss options. Nevin to see if can make photos on menu a bit brighter/ more eye-catching.
 - o Tastings—brought lots of attention to 2 products. Next semester should do tastings
 - o Suggestions
 - Having options of scrambled instead of poached eggs—but lack of kitchenhands make it hard. Possibility in future if breakfast becomes more popular.
 - Bagels—cream cheese alone.
- Quobba Gnarning updates
 - o Coconut water going pretty well
 - o New 2 drinks (Cold & Brew), and fruit drink
 - o Doing free samples/tastings currently.
 - o Considering to extend opening hours to 24/7 starting from 22nd May.
- Utopia
 - o Opening 29th May 2017
- Bob-Hawke beer
 - o Beer hasn't launched in WA. Have picked 11 outlets in NSW.
 - o Jack has given them UWA Guild's contact.

7 NEXT MEETING

TBC



Agenda

UWA Student Guild

Catering & Tavern Committee

Date: August 4th @ 2:00pm
Location: Meeting Room 1

Attendees: Pheobe Ho, Barabara Buxmann, Zxeng-Lindt Lee, Bryan Quah, Rodney Taylor, Nevin Jaywardena, Mutya, Alexander Tan, Alexandra O'Brien

1 WELCOME AND OPENING

Alex paid her respects to Indigenous Elders past, present, and future. Acknowledged that we are

2 CONFIRMATION OF PREVIOUS MINUTES

Approved.

3 BUSINESS COMPLETED VIA CIRCULAR

None

4 PROCEDURAL BUSINESS

None

5 PLANNING BUSINESS

Tavern

5.1 Mural Artworks

- Decided on mural artwork over paintings.
- After putting out a tender, came back with 4 artists.
- Needs to be adaptive for external organizations (esp. when running functions)
- Est. cost ~\$7000. Capital projects budget through SRC.
- **Action: Catering committee to approve Tav mural design from artist**
- **Action: Jack Spagnuolo to do business case**

5.2 Lion Tap Beer Results

- Signed on with Lion again. Have option for 100% (greatest rebate), but decided to go with 80% with new taps.

Catering

4.1 Interior Refectory – Winter Period

- Nevin suggested to put artificial grass/lounge in grass during winter, or put it in the undercover area outside GSC to “liven” up Ref area.
- Have been waiting on approval for 12 months, Ref as makeshift area currently.
- **Action: Committee to trial out having fake grass and lounge on one side of Ref. Committee members to be on lookout for student feedback.**
- **Action: Rodney to chat to Yo Amigo! to introduce HSPs.**

4.2 Discussion Coffee Supplier Contract

- Possibility of changing from European Foods to Vittoria Coffee.
- Vittoria Coffee has 4 coffee brands. Offering additional \$35,000 to work with them. Have been very successful with big accounts (i.e. eastern states, Crown, etc.)
- Will fly over from Sydney to do presentation to and coffee testing for Catering committee.
- **Action: Alex to send out email with online poll to gauge available meeting times of committee members with Vittoria Coffee staff.**

4.3 TAG agreement results

- Jack Spagnuolo meeting with Coke and Schweppes next week

4.4 New products

- New supplier for sushi and Japanese meals. Better quality, but will cost slightly more.
- Trial Japanese meal packs (\$10 guild vs \$12 non-guild). Be aware of external restaurants such as Ohnamiya and Nagano Sushi. Successful sales today at Quobba Gnarning
- Consider order of presenting product prices—Discounted Guild prices first before non-guild prices.

4.5 Restaurant and Catering Awards

- UWA Guild Catering as a finalist, but on same night as Senate dinner.
- Possibility for UWA Functions team to go

4.6 General Catering

- Guild member discount
 - “Swipe and Save” signs printed to go up at all catering outlets.
 - Will be enforced

4.7 Quobba Food update

- New products
 - Quark Protein Yoghurt (currently outselling Brownes, and only been 3 days)
 - Dark and sugar free choc
 - Turmeric latte—healthier option. Barbara looking into Pandan flavoured ones.
 - Savoury muffins
- Operational
 - Focus on GF and Vegan; Vegan soups, vegan curries, vegan hot meals, vegan and vegearian sushi. GF sushi, sweets/treats.
 - Started ‘traffic lights’ system for gluten-free, vegan, vegetarian, halal, etc.
 - Display labels
 - **Action: Barbara to tell staff to ensure warming up gourmet donuts before serving to customers**

4.8 Hackett Food update

- New products
 - Freak shakes: Trial going well. Is thickshake /sundae with jazz on top This will be first summer having them in.
 - Warm oats: Homemade berry coulee, or honey/cinnamon
 - Popular hot dishes back: Curries, papadams.
 - Remedy Kombucha
 - Brekkie egg rolls
 - Small grab-n-go selection at Hatch
- Operational
 - Update menu—will be done by next week, more visible breakfast options.
 - Hatsu teas
 - Getting in Hackett branded cups.
 - **Action: Barbara to explore options and costs for having other egg options, such as scrambled / poached, and also Big Brekky swaps.**

4.9 MOP Donuts

- **Action: Barbara to look into these prices and contact owner**
- **Action: Alex to send Barbara information about MOP Donuts price list.**

4.10 Milkshake Menu

None

5 OTHER BUSINESS

- Name tags for staff members
- Labels for sauces (**Action: Rodney looking into this**)

- Pictures for Dim Sum options, so know how they look like (**Action: Rodney to look into this**)
- Started selling umbrellas in cafes, not going to bad
- Suggestions for portable charging devices outside cafes, esp. café.
- **Actions: Jack to look into take-away alcohol pricing.**

6 NEXT MEETING

TBA



Agenda

UWA Student Guild

Catering & Tavern Committee

Date: September 1st @ 12:30pm
Location: Meeting Room 1

Attendees: Alexander Tan, Phoebe Ho, Andrew Callander, Barbara Buxmann, Rodney Taylor, Hayden Greenham, Zxeng-Lindt See, Jack Spagnuolo, Brendon Ng

1 WELCOME AND OPENING

I would like to acknowledge that we are meeting on Noongar land and that the Noongar people remain the spiritual and cultural custodians of their land and continue to practice their language, values, beliefs and traditions.

2 CONFIRMATION OF PREVIOUS MINUTES

Yes.

3 BUSINESS COMPLETED VIA CIRCULAR

None

4 PROCEDURAL BUSINESS

None

5 PLANNING BUSINESS

Tavern

5.1 Food Trucks:

- a) Hayden says there has been an increase in the number of food trucks which has affected sales in the Tavern.
- b) Jack: We have just recently decreased the number of food trucks with 2 on Monday, Friday and 3 the rest of the business days. There will be no food trucks next year when the refectory opens.

5.2 2018 UWA Open Day

- a) Hayden: In the past the Tavern hasn't been able to be open on Open Day but we are putting in an application to have it open for O-DAY in 2018. Also considering putting in an application to have the Tavern open on Sundays too

5.3 Lighting Quote

- a) Hayden: Have received a quote to put Festoon Lighting in the Tavern for \$6500. Many functions in the past have requested Festoon lighting which gave a nice atmosphere / lighting.
- b) Jack: Make the tavern more noticeable to people driving across the road.
- c) Students agree to this.
- d) ACTION: Alexandra O to do business case to bring to SRC.

Catering

4.1 Refectory Project

- a) Jack: Guild has received signature to go ahead with the refectory project. Current plans need to get approval from City of Perth and then aim to have the construction begin before the end of Semester 2.
- b) Jack: Need to receive student input about what External Outlets to go into the Refectory. There was a focus group organised for Wednesday but due to lack of number – has been cancelled.
- c) Alex: We should organise one for next week with students on the Catering & Tavern Committee. Each aim to bring 2-3 friends.
- d) Jack: Should also try to gather feedback for International Students
- e) Brendon: Organise to say something in Nevins weekly report.
- f) Alex to work with Danielle from marketing to organise something for next week to collect data.

4.2 Mop Donuts

- a) Alexandra: Approached Giovanni (the owner of MOP donuts) to see if there was a possibility of bringing them onto campus. He passed on the details of the National General Manager Steve. They are currently working with ECU and Curtin but would be very keen to get into UWA.
- b) Alexandra to pass on her contacts to Jack.
- c) Alexandra brought in samples of MOP to the Committee which they approved of.

4.3 Recap on Quobba & Hackett Request from last Meeting

- a) Barbara: Update on all the points addressed from last meeting:
 - 4.3.a.1 Can now swap rice for pasta with the curries at Hackett as an option
 - 4.3.a.2 Fried eggs now available at Hackett. People are still order the ones in cups so there is a demand for them too. Have also looked at how viable swapping out items are and other cafes have the same type of set-up so we will keep it the way it currently is.
 - 4.3.a.3 Pandan Items – finding it very difficult to find, but still liaising with our coffee/ tea supplier. We do currently have ice creams in this flavor.
 - 4.3.a.4 Looking at having Cup Designs – looking at having a design competition next year
 - 4.3.a.5 Looking at introducing Rooibos Tea – looking to see if there will be a demand for it .
 - 4.3.a.6 Name Badges – all Hackett and Quobba staff now wearing name badges
 - 4.3.a.7 Hackett Charging State – just received quotes. Also looking to put them in the Refectory & Science.

5 NEXT MEETING

TBC



Agenda

UWA Student Guild

Catering & Tavern Committee

Date: November 6th @ 1pm
Location: Meeting Room 1

Attendees: Alexander Tan, Andrew Callander, Barbara Buxmann, Rodney Taylor, Hayden Greenham, Zxeng-Lindt See, Jack Spagnuolo, Bryan Quah, Alexandra O'Brien

1 WELCOME AND OPENING

I would like to acknowledge that we are meeting on Noongar land and that the Noongar people remain the spiritual and cultural custodians of their land and continue to practice their language, values, beliefs and traditions.

2 CONFORMATION OF PREVIOUS MINUTES

3 BUSINESS COMPLETED VIA CIRCULAR

None

4 PROCEDURAL BUSINESS

None

5 PLANNING BUSINESS

Catering

4.1 Hackett

a) 2018 Food Offerings

- Barbara asks committee as to whether it be a good idea to have a self-serving / weighing pasta bar in one of the other café outlets since the Pasta/ Salad bar is closing down.
- Committee agree unanimously this is something we should consider.

b) Coffee Cup Designs

- Barbara informs committee they will be trying colourful cups in Hackett Café for both the small and large size. Quobba will remain the same

c) Café Directional Signage

- Barbara asks the committee's thoughts on placing signs to direct people at Hackett Café such as "Order here", "Collect Food" & "Collect Coffee".
- Suggested that we use A4 sheets with directions
- Committee agree to have signage

d) MOP donuts

- Barbara wondering what the progress was for this.
- Alexandra informs committee that they are looking for a spot to rent but further correspondence will be needed.

4.2 Other Catering

a) Collapsible Keep Cup

- Barbara asked for feedback on Keep Cups from students and found that they were too big or were worried they would leak. Barbara says she reached out to companies and found a specific brand which would be in line with student feedback.
- Jack mentions that Melbourne University give out free Keep Cups to students when they first begin their degree. May contact the university to see if this is possible and if any funding could be provided.

b) Soy Milk swap charge

- Jack says that Soy Milk is currently provided as a free option for students, even though most other cafes charge money for it.
- Have charged in the past but students have complained and have also tried switching to a cheaper Soy milk but again, students complained that it did not taste nice.
- Committee suggest:
 - Looking for another cheaper alternative option and not charging for it
 - Providing both the cheaper and more expensive soy milk and charging for the more expensive one.

c) Feedback Boxes

- Barbara is looking at placing feedback boxes into both Hackett and Quobba. Boxes have been ordered and will be set up for the 2018 year.

d) Guild Prices

- Barbara has looked at promoting the Guild Price
- Committee agree to use the blue hexagon and write price next to it

e) Healthy Vending Machines

- Alexandra contacted by company that provide healthy food vans to university.
- Jack says this would go against currently implemented contracts.

f) Coffee Supplier

- Jack says coffee supplier is being reviewed

g) Refectory Update

- Jack says tenders for the new refectory will be selected shortly.

Tavern

5.1 Tavern Menu 2018: Hayden says there are currently 28 items on the Tavern menu which is too much for staff. Will look to focusing on Pizzas and removing other items off the menu

5.2 Lighting: Festoon lighting has been installed in the tavern

5.3 Painting: Tavern wall art will commence next week.