Attendees: Alice Mayio, Wendy Norton, Sheri Alcalde, Kim Martz, Mike Higgins, Candice Hopkins, Danielle Donkersloot, Dan Sullivan, Nancy Schuldt, Martha Clark Mettler

1. NWQMC Poster and the Water Quality Portal Poster
   - Kim has been working on both posters and will distribute a draft poster to the work group for final comments
   - Dan suggested shortening the existing text; we will work with work group co-chairs to do so

   ACTION: Kim will finalize draft poster and distribute to work group

2. State and Regional Council Contact Update
   - Our current roster of State and Regional Councils is out of date, and we need to update our roster and contacts for each group
   - The roster is attached, and each work group member has been assigned to contact a state or regional council and make sure we have correct contact information.
   - Our website will have an updated link for each council.
   - The NWQMC will be queried about any other existing council that they may know about.

   ACTION: C&O Members are to contact councils and update contact information, and to add any other existing councils they may know of to this roster. Updates to this roster should be made by February 3.

3. Update on Certification and Training Group
   - Aaron has set up regular meetings for this group. The next meeting will take place on January 26th and is open to all.

4. Support of WIS Fact Sheets
   - Alice suggested that we help WIS to distribute and advertise Fact Sheets that have been recently developed
   - A few fact sheets are currently ready to be shared and are on our website. WIS will work to get finalized fact sheets located in a more obvious location on the website

   ACTION: C&O will do product launch for WIS fact sheets in February