INDIGO UNLIMITED

Board Policies Packet

Adopted by the Board of Directors on November 24, 2026

Adopted in America/Los_Angeles on November 24, 2026. A written board resolution with signature lines for the President and Secretary is in the board records.

This packet collects the six organizational policies adopted by the Board of Directors of Indigo Unlimited on November 24, 2026: Conflict of Interest, Whistleblower, Document Retention, Nondiscrimination, Gift Acceptance, and Privacy (Board). Each policy is also saved as its own PDF. A one-page board resolution with signature lines for the President and the Secretary accompanies this packet.

Related documents not in this packet: the draft 2024–2027 budget, the draft board list, the IRS determination letter, and the Washington Secretary of State incorporation certificate.

Conflict of Interest Policy

Adopted by the Board of Directors on November 24, 2026

This standalone policy is adapted from Bylaws Article 8 (Conflict of Interest) and standard public-charity practice. It supplements, and does not replace, the bylaws.

1. Purpose

The purpose of this policy is to protect Indigo Unlimited's interest when it is contemplating a transaction or arrangement that might benefit the private interest of a director, officer, or key person, or might result in a possible excess-benefit transaction. This policy is intended to supplement, not replace, applicable Washington and federal conflict-of-interest laws for charitable organizations.

2. Definitions

An **interested person** is any director, officer, or member of a committee with board-delegated powers who has a direct or indirect financial interest. A person has a **financial interest** if the person has, directly or indirectly, through business, investment, or family: an ownership or investment interest in any entity with which Indigo Unlimited has a transaction or arrangement; a compensation arrangement with Indigo Unlimited or with any entity or individual with which Indigo has a transaction or arrangement; or a potential ownership, investment interest, or compensation arrangement of that kind. Compensation includes direct and indirect remuneration and gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest; the Board decides whether a conflict exists under Section 4.

Related-party note for this organization: Dream Team Consulting is owned by Indigo Unlimited's founder. Any transaction, referral, website-build donation arrangement, or shared service between Indigo Unlimited and Dream Team Consulting (or Zoe Ophelia Holdings LLC) must be disclosed under this policy and approved by disinterested directors, with the relationship disclosed to the public when required.

3. Duty to disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and all material facts to the directors and members of committees considering the proposed transaction or arrangement.

4. Determining whether a conflict exists

After disclosure, the interested person shall leave the meeting while the potential conflict is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

5. Addressing a conflict

If the Board determines that a conflict exists, it shall, if appropriate, appoint a disinterested person or committee to investigate alternatives. The Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Indigo Unlimited's best interest, for its own benefit, and fair and reasonable. The interested person shall not be present for or participate in that vote.

6. Violations

If the Board has reasonable cause to believe an interested person has failed to disclose an actual or possible conflict, it shall inform the person and give an opportunity to explain. If, after hearing the response and making further investigation as warranted, the Board determines that the person has failed to disclose, it shall take appropriate disciplinary and corrective action.

7. Records

The minutes of the Board and of committees with board-delegated powers shall record: the names of persons who disclosed or were found to have a financial interest, the nature of the interest, any action taken to determine whether a conflict existed, and the Board's decision; and the names of the persons who were present for discussions and votes, the content of the discussion (including alternatives), and a record of any votes taken.

8. Annual acknowledgements

Each director, officer, and member of a committee with board-delegated powers shall annually sign a statement affirming that the person has received a copy of this policy, has read and understands it, has agreed to comply with it, and understands that Indigo Unlimited is a charitable organization that must engage primarily in activities that accomplish its tax-exempt purposes.

9. Compensation

A voting member of the Board who receives compensation, directly or indirectly, from Indigo Unlimited for services is precluded from voting on matters pertaining to that member's compensation. Directors receive no compensation for board service other than reimbursement of reasonable expenses, consistent with the bylaws.

Adopted by the Board of Directors on November 24, 2026.

A written board resolution of the same date, with signature lines for Dominick Wernicke, President, and Tarah Wernicke, Secretary, is retained in the corporate records.

Whistleblower Policy

Adopted by the Board of Directors on November 24, 2026

1. Purpose

Indigo Unlimited requires directors, officers, volunteers, and any future employees to observe high standards of business and personal ethics in the conduct of their duties. This policy is intended to encourage good-faith reports of concerns about financial, legal, or ethical misconduct, and to protect people who make those reports from retaliation.

2. Reports covered

This policy covers good-faith reports of: suspected violations of law; misuse of Indigo funds or assets; fraudulent or dishonest financial reporting; conflicts of interest that have not been disclosed; violations of Indigo policies; and similar misconduct in connection with Indigo's programs, including WA Family Guide, NoWhereElse, North Cascades Animal Refuge, the Methow Youth Enterprise Academy, and the Washington Grant Digest.

3. How to report

Reports may be made in writing or by telephone or email to the President or to the Secretary of the Board, at info@indigounlimited.org or (509) 512-2769, or by mail to P.O. Box 1275, Twisp, WA 98856. If the concern involves the President, the report should be made to the Secretary or to another disinterested director. Reports may be made anonymously, though anonymity may limit Indigo's ability to investigate.

4. No retaliation

No director, officer, volunteer, or employee who in good faith reports a concern under this policy shall be subject to retaliation, harassment, or adverse action because of that report. A person who retaliates is subject to discipline, up to and including removal from the Board or termination of a volunteer or employment relationship. This policy does not protect reports that the person knows are false.

5. Investigation and confidentiality

The Board, or a disinterested director or committee it designates, will review each report promptly and investigate as appropriate. Information will be kept as confidential as reasonably possible, consistent with the need to investigate and with legal requirements. The Board will be informed of the outcome as appropriate.

6. Acting in good faith

Anyone filing a report must be acting in good faith and have reasonable grounds for believing the information indicates misconduct. The reporting person is not responsible for investigating the activity or for determining fault or corrective measures; that is the Board's responsibility.

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Document Retention Policy

Adopted by the Board of Directors on November 24, 2026

1. Purpose

This policy sets a minimum schedule for keeping Indigo Unlimited's records, so that we can meet legal, tax, audit, and donor-accountability duties, and so that we dispose of records we no longer need. It is consistent with the website Privacy Policy, which generally provides for a seven-year retention of certain records for nonprofit, tax, and audit purposes.

2. Responsibility

The Secretary is the custodian of corporate records under the bylaws. The Treasurer (or, if that office is vacant, the President) is responsible for financial records. Program leads may hold working copies, but official records should be stored so that they can be produced on request.

3. Retention schedule (minimum)

Record	Minimum retention
Articles of Incorporation, bylaws, IRS determination letter, EIN notice (CP 575), and amendments	Permanently
Board and committee minutes, resolutions, and conflict-of-interest disclosures	Permanently
Form 990, 990-EZ, or 990-N and supporting workpapers	Permanently
State charity registrations, annual reports, and business licenses	Permanently
Audit reports (if any)	Permanently
Insurance policies and claims	Permanently
Gift and grant agreements, and donor restriction documentation	7 years after the end of the restriction, or permanently if permanent restrictions
Bank statements, cancelled checks, deposit records, and general ledger	7 years
Invoices, receipts, expense reports, and payroll (if any)	7 years
Contracts and leases	7 years after expiration or termination
Grant applications (unsuccessful)	3 years
Correspondence of routine administrative value	3 years
Website form submissions, Grant Digest subscription and agreement records, and partner-portal records	As stated in the Privacy Policy: for as long as needed for the stated purpose, then generally 7 years for tax and audit records, unless law requires longer
Family Legal Cost Assistance eligibility and payment records (no Social Security numbers or unnecessary sensitive client details should be collected)	7 years after the last payment or denial

4. Electronic records and legal holds

Electronic records are subject to the same periods as paper records. If litigation, an audit, or a government inquiry is reasonably anticipated, relevant records must be preserved until the President or the Board releases the hold, even if the schedule above would otherwise allow disposal.

5. Disposal

When the retention period ends and no hold applies, records that contain personal or financial information must be securely destroyed (for example, shredding or secure digital deletion). Public documents already posted on the website may be archived rather than destroyed.

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Nondiscrimination Policy

Adopted by the Board of Directors on November 24, 2026

1. Policy

Indigo Unlimited does not discriminate on the basis of race, color, national origin, citizenship or immigration status, ancestry, religion, sex, gender identity or expression, sexual orientation, age, marital or family status, pregnancy, disability, veteran or military status, genetic information, or any other status protected by federal or Washington law.

This policy applies to employment (if any), board service, volunteer service, program participation, and access to Indigo's initiatives, including North Cascades Animal Refuge, WA Family Guide, NoWhereElse, the Methow Youth Enterprise Academy, and the Washington Grant Digest.

2. Programs that serve specific communities

Some programs are designed for particular audiences (for example, NoWhereElse is for teens 13 and older; Family Legal Cost Assistance is for eligible parents in specified Washington counties, subject to fund rules and available resources). Defining a program's intended beneficiaries is not a license to discriminate on a prohibited basis within that program.

3. Family Legal Cost Assistance

Eligibility and award amounts follow published program rules. The partner program is listings-only. Fund assistance, when used, pays only court-related costs that cannot be waived under Washington GR 34, paid directly to the provider, and is capped at $1,500 per family, or $5,000 when a guardian ad litem or parenting evaluation is needed. Assistance is limited by available funds and is discretionary. Listings and introductions are never tied to donations. Indigo Unlimited is not a law firm and does not provide legal advice.

4. Complaints

A person who believes they have been discriminated against in an Indigo program or in board, volunteer, or employment decisions may report the concern under the Whistleblower Policy, or write to info@indigounlimited.org or P.O. Box 1275, Twisp, WA 98856. The Board will review the concern promptly.

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Gift Acceptance Policy

Adopted by the Board of Directors on November 24, 2026

1. Purpose

This policy guides Indigo Unlimited in accepting gifts so that we protect our tax-exempt purposes, honor donor intent that is consistent with those purposes, and avoid gifts that would create an undue burden, conflict, or private benefit.

2. Tax deductibility

The IRS determination letter dated December 3, 2024 (Letter 947) states that donors can deduct contributions they make to Indigo Unlimited under IRC Section 170, and that Indigo is also qualified to receive tax-deductible bequests, devises, transfers, or gifts under Sections 2055, 2106, or 2522. Indigo Unlimited does not provide tax advice. Donors are responsible for determining the deductibility of their own gifts and should consult their own advisors. We will not state that a payment is a deductible contribution if it is not (for example, a purchase of goods or services, or a fee-for-service subscription such as the planned Washington Grant Digest Tailored Watchlist).

3. Gifts generally accepted

- Unrestricted gifts of cash or checks, and card gifts processed by a reputable third-party processor (currently Cheddar Up for designated initiative funds).
- Publicly traded securities, which will ordinarily be sold as soon as practical.
- In-kind goods or professional services that Indigo can use in its programs, subject to Section 5.
- Restricted gifts for a named initiative (for example, the animal refuge or the WA Family Guide court-cost fund), if the restriction is consistent with Indigo’s purposes and we can reasonably carry it out.

4. Gifts that require Board review before acceptance

- Real estate, closely held stock, interests in a business, or other illiquid assets.
- Gifts that require Indigo to assume debt, make a matching expenditure it cannot meet, or operate a program outside its current initiatives.
- Gifts from a party with a pending or proposed transaction with Indigo, including Dream Team Consulting or Zoe Ophelia Holdings LLC, or gifts that could appear to purchase a listing, referral, or other advantage. Partner listings are free and are never tied to donations.
- Gifts with naming rights, unusual restrictions, or conditions that could jeopardize 501(c)(3) status or cause private inurement or a more than incidental private benefit.

5. In-kind and related-party support

In-kind services should be documented. When Dream Team Consulting, Zoe Ophelia Holdings LLC, or another related party donates services or a portion of a fee to Indigo, the relationship must be disclosed (as on the WA Family Guide partner offer and the Grant Digest referral language), and the arrangement must be reviewed under the Conflict of Interest Policy.

6. Court-cost fund gifts

Gifts to the Family Legal Cost Assistance fund are used to pay eligible court-related costs that cannot be waived under Washington GR 34, paid directly to providers, subject to available funds and to the caps of $1,500 per family,

or $5,000 when a guardian ad litem or parenting evaluation is needed. These gifts do not pay attorney or LLLT fees.

7. Acknowledgement and declined gifts

Indigo will acknowledge gifts as required for the donor's records, without overstating value or deductibility. The Board or the President may decline a gift that is inconsistent with this policy, too costly to administer, or not in Indigo's best interest. Declinations will be recorded.

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Privacy Policy (Board)

Adopted by the Board of Directors on November 24, 2026

1. Relationship to the website Privacy Policy

The public-facing Privacy Policy at indigounlimited.org/privacy/ (currently version 2026-11-24) is the operative notice for website visitors, form users, Grant Digest subscribers, and WA Family Guide partner-portal users. This Board policy does not replace that notice. If this policy and the website notice ever conflict, the Board should amend one or both so they agree, and should not quietly collect or share information in a way the public notice does not allow.

2. Principles

- Collect only what we need to run programs, reply to people who contact us, send the Grant Digest to people who subscribe, administer listings, acknowledge gifts, and meet legal, tax, and audit duties.
- Do not sell personal information.
- Do not put Social Security numbers, bank or card numbers, health information, or confidential client or case facts in email or in the partner portal. The partner program is listings-only.
- Do not store payment-card details; online donations are processed by Cheddar Up (and, when activated, paid Grant Digest subscriptions by Stripe).
- Share personal information only with service providers who need it to run the site or process a gift, when the person asks us to (including a Grant Digest referral to Dream Team Consulting, which must carry the founder-ownership disclosure), or when the law requires it.
- Keep records for the periods in the Document Retention Policy and the website Privacy Policy, then securely dispose of them.

3. Accountability

The President is responsible for seeing that this policy and the website Privacy Policy are followed, including by volunteers and any service providers or automated assistants who handle Indigo inboxes or records. Privacy questions and access, correction, or deletion requests go to info@indigounlimited.org. A breach that affects personal information will be handled as required by Washington law (RCW 19.255).

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