In the Name of God, the Compassionate, the Merciful

CAIR-Seattle

Council on American-Islamic Relations
Seattle Chapter
P.O. Box 7411
Bellevue, WA 98008-1411
Tel: (206) 465-0977
Email: cair@cair-seattle.org

Board of Directors

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Ahmad Hashem, MD, PhD
Abdulkadir A Juma
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Samia El-Mosilmany
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Nasseem Tuffaha

October 2, 2003

Mrs. Michaela Corning
3333 164th St. SW #1742
Lynnwood, WA 98037
Phone 206-419-4847
E-Mail ONE1MICHAELA@HOTMAIL.COM

Dear Michaela,

CAIR-Seattle, a Washington state not for profit organization, is pleased to extend this offer of independent contractor services to you for the position of CAIR-Seattle Manager. We look forward to you joining us as we seek to launch CAIR-Seattle and introduce its services to the community.

This independent contractor assignment of Manager will extend from October 15, 2003 to April 15, 2004. You will report to the Chairman of the Board (currently Ibrahim Mohamed), and, secondarily, to the Board of CAIR-Seattle. Your responsibilities will be to coordinate and, where appropriate, drive the activities of CAIR-Seattle as specified below, and as directed by CAIR-Seattle from time to time. You will be primarily responsible for the launch of activities of CAIR-Seattle and for program implementation and coordination. Specifically, you will be responsible for the following:

- Maintenance of a positive, Islamic corporate culture in the office.
- Interaction with the local Muslim community on an ongoing and regular basis.
- Ownership of the annual strategic plan and tracking progress against the plan.
- Media watch and dealing with the media on an ongoing basis.
- Meetings with corporate and government officials as the need arises.
- Communication with CAIR National.
- Generating reports for CAIR National and the Board of Directors.
- Day to day operation of the office including staffing during normal business hours.
- Arranging and organizing chapter Board meetings.
- Special projects and events for the chapter.
- Any other assignment given by the Board of Directors.
- Establishing business processes for CAIR-Seattle
- Coordination of CAIR-Seattle's marketing communications activities,

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including web site and newsletter

We expect you to devote 40 hours a week on CAIR-Seattle activities. You will be responsible for setting your own hours and for adjusting your schedule to allow you to achieve the objectives of this independent contractor agreement. Until provided an office, we will expect you to make your own arrangements for working facilities.

Your compensation will be based on a total contract value of $20,000 payable in equal payments of $1666.67 to be paid on the 15th and the 30th of each month. This amount will represent your total compensation and benefits package.

This is an independent contractor assignment. This is not an employment offer and no employment or agency relationship is created. We hope and expect that you will be able to complete the entire contract term. We ask that, in the event you wish to terminate this independent contractor assignment for whatever reason before the end of its term, you provide us with 15 days prior written notice of your intent to terminate. We will give you 15 days prior written notice, or compensation in lieu of notice, should we wish to terminate this independent contractor relationship.

In the event of a dispute, this letter, including the validity, interpretation, construction and performance of this letter, shall be governed by and construed in accordance with the substantive laws of the State of Washington. Jurisdiction or resolution of any dispute shall be solely in Washington State. You hereby represent to CAIR-Seattle that you are under no obligation or agreement that will prevent you from performing as an independent contractor to CAIR-Seattle or adversely impact your ability to perform the expected services.

Upon your acceptance, this letter will contain the entire agreement and understanding between you and CAIR-Seattle and supersede any prior or contemporaneous agreements, understandings, arrangements, offers, representations, warranties, or commitments by or on behalf of CAIR-Seattle (oral or written). The terms of this agreement may in the future be amended, but only by a written instrument signed by both you and CAIR-Seattle.

If these terms are agreeable to you, please sign and date the letter in the appropriate space at the bottom and return it by hand or mail to CAIR-Seattle at the address above, attention Ahmad Hashem, Secretary of CAIR-Seattle Board. This independent contractor offer remains open until October 5, 2003. We hope that you accept this independent contractor offer and look forward to your participation in CAIR-Seattle.

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Sincerely yours,

Ibrahim Mohamed
Chairman
CAIR-Seattle

Agreed and Accepted:

Michaela Corning
Michaela Corning

Date: October 5, 2003