

2000 annual report issue

From the president

It has been a busy, very interesting year for the society. We're in a healthy shape with an increased membership, a good bank balance and plans for an increased training agenda...and more for 2001.

Highlights of 2000 include:

- a 13 per cent increase in membership (now standing at 279, with the *Blue Pencil* mailing list at 316, which includes complimentary and exchange subscriptions and 4 life members)
- dramatic progress on the development of national standards for the editing profession
- successful workshops held—on grammar and a working group on the national editing standards
- the expansion of the website for the society (see Bruce White's *Website report* for the exciting details), and the continued delivery of the *Editorial Services Directory* on the web as well as in print

I've had the privilege of being on the committee with dedicated, interesting

and interested fellow editors whose efforts and talents I deeply appreciate. I'd like to thank each and all of them (I trust on your behalf, as well as my own): Darri Adamson, Robin Appleton, Janice Beavan, Michael Giffin, Jocelyn Hargrave, Terry Johnston, Michael Lewis, Marc Marusic, Merry and Bob Pearson, Rhana Pike and Bruce White. I'd like to add my thanks to Cathy Gray (immediate past-president) whose support, involvement and encouragement throughout this year has been invaluable.

I'm glad to say we have a strong Society. We editors continue to be a committed force in the communications industry. I hope the activities and efforts of the society support and mirror your striving for excellence. And that our work towards greater and more visible 'professionalisation' continues to reap rewards for our members.

Of particular note is the development of national standards for the profession. A working group of representatives from each state society, including our own

Rhana Pike and Cathy Gray, has been beavering away on this task for the past three years or so. Some of you were involved in creating or commenting on early drafts; some of you contributed to a workshop in October last year; and you will all soon have the opportunity to see/read/vote on the final document *Australian Standards for Editing Practice*. The efforts of the working group members and their talents and continued focus are very much appreciated. I trust that once you read the document, you will echo my praise. And, while it will be an important task for us to validate the standards, it will be equally vital that these standards are broadcast to the wider communications/publishing industry. 'They' need to be made aware, or indeed reminded, of our commitment to and demonstration of professional excellence and that will make our roles and tasks better understood and more appreciated. And

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Next meeting: Tuesday, 6 March 2001

Annual general meeting

Discussion of the 2000 reports, election of new committee members, update on the status of the proposed national standards for editors and, for two lucky door-prize winners, the chance to attend one of the society's 2001 training workshops (the winner's choice) for free—worth at least \$75 each.

All are welcome, but only financial members can vote. If you haven't renewed yet, you can do so on the night (if possible, please bring your renewal form with you). You can also join on the night if you'd like to.

Sydney Mechanics' School of Arts, 280 Pitt Street, Sydney (between Park and Bathurst streets, near the Pilgrim Theatre and Pitt Street Uniting Church and the closest train station is Town Hall). 6.30 pm for 7.00 pm. Drinks and light refreshments provided. There is no cost to attend the AGM, but for catering purposes, please RSVP to 9294 4999 (voicemail) or mmripear@ozemail.com.au (email) by **Friday, 2 March**.

2000 annual report issue

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encouraging greater acknowledgement of the value editors provide—to the integrity of publications, and more widely, to the integrity and success of the industry as a whole—is an important part of the society's role. (Phew! Anyone want to help me off the soapbox?)

The Society of Editors (NSW) turns 22 this year; we received the key to the city last year; this year we're looking for new doors to open. Our commitment to quality is unwavering. As is our emphasis on providing a forum for editors to connect with each other. The meetings, the training workshops, the website and the email lists are designed to provide those opportunities. And, we truly are keen to hear from you! The society grows

and thrives because its members throw ideas and requests into the 'collective pot'. We trust you have found our activities meaningful and trust too that you will continue to participate wherever you can; that you will let us know what you'd like us to provide. We are here to provide more and better ways for editors to connect with each other, and share and develop skills and experiences. I know you will be interested in my fellow committee members' reports that follow and perhaps even keen enough to think about joining the committee for 2001! As always, any and all members are welcome to join committee meetings—even if you're not holding an official 'portfolio'. They are usually held the week after the monthly meeting. Do contact any member of the committee for details and we look forward to having you with us.

Shelley Kenigsberg

Membership

Robert Pearson, membership secretary

At the end of 2000 we had 279 financial members, approximately 13 per cent more than at the end of 1999 (we gained 72 new financial members, and 40 did not renew). The total mailing list for *Blue Pencil* was 316, which includes complimentary and exchange copies, and 4 life members.

Training

During 2000 the society conducted a workshop, Grammar for editors, on 9 September. This workshop, with Robert Veel, was again a very popular topic and very well attended (forty participants).

The committee had planned to hold two more workshops during the year, with topics suggested in the 1999 member survey. These did not eventuate due to factors including work pressures on committee members and the need to focus on development of the national standards. However training remains a priority. We are fortunate in that recently a member has indicated her willingness to take on the role of training coordinator and we look forward to bringing you a structured training program very soon.

National standards

Cathy Gray and Rhana Pike (NSW representatives)

Work on the standards has progressed significantly in 2000, and research into accreditation models has been postponed until the standards development process is complete.

A very productive weekend meeting in Sydney (3 October) continued the review of the document and contributed to the progress, which has resulted in the final draft of *Australian Standards for Editing Practice*. Once the standards are disseminated (they are due to each society's members by 15/16 February), members in each state have until 9 March to return their ballot papers, indicating their approval or not, of the standards document. We look forward to your involvement in the process.

Blue Pencil

Jocelyn Hargrave, editor

I energetically put my hand up for the newsletter editor position in March 2000,

Society of Editors (NSW) Inc.

PO Box 254, Broadway NSW 2007; Voicemail: (02) 9294 4999
<http://www.users.bigpond.com/socednsw/>

Membership

Membership of the Society of Editors (NSW) Inc. is open to anyone working as an editor for publication (print or electronic documents), and anyone who supports the society's aims.

Membership runs for a calendar year. Fees for 2001 are \$50 for new members and \$45 for renewals.

For a membership application form, phone (02) 9294 4999, or write to PO Box 254, Broadway NSW 2007.

Blue Pencil

The society's newsletter, *Blue Pencil*, is published monthly, except for a combined January/February issue. Your comments and contributions are welcome. Mail them to Jocelyn Hargrave at 47 Great Western Highway, Wentworth Falls NSW 2782 or email them to her as per the contact details on the back page. Deadline for the March issue is Monday, 12 March.

Advertising rates:

Full page, \$90; Half page, \$50 (horizontal only); One-third page, \$35 (vertical or horizontal); Quarter page, \$25 (horizontal only); Sixth page, \$20 (half of one column). Inserts: \$50 per hundred for DL-sized or A4 prefolded to DL size. Circulation: approximately 275.

Listing in the Editorial Services Directory

Listing costs \$40 and is available only to members of the society. The fee covers listing in both print and online versions. The online version is updated every three months. New entries should be submitted in RTF format, using a template available from Cathy Gray at cgray@mpx.com.au Updates can be made to contact details only for existing entries. Deadline for the next update is 30 March 2001.

Committee meetings

All members are welcome to attend the society's committee meetings. Contact a committee member for details if you wish to attend the next meeting.

just one month before my wedding, while freelancing from my idyllic Wentworth Falls retreat. I had only been in the publishing industry for three years—and had only been a full-time editor for just over a year—so I thought that this position would be a wonderful opportunity to gain valuable experience, to work with some of the industry's most experienced editors and to ease the isolation that freelancing, in my experience, often generates. Happily, all of my expectations were met and more.

There are lots of people to thank, without whom *Blue Pencil* would not have been possible! Thanks goes to Shelley Kenigsberg and Robin Appleton for proofing the newsletter, to Marc Marusic for helping with editing copy and the mailing, to Carolyne Bruyn and Felicity James for transcribing, to Alan Eason for each month's Wordbreak, to Chris Day at Complete Design for bearing with me when the newsletter was late, to the speakers who checked their transcripts well before deadline, to Merry Pearson who has been a wealth of knowledge and support this entire year, and lastly to my husband, Stuart, for his support and frequent help with stuffing the envelopes.

I will not be raising my hand for this position at the annual general meeting, but I hope that the next newsletter editor has as much fun as I did. I feel honoured to have worked with such hard-working and wonderful people.

The website

Bruce White, website coordinator

Email

Email is now firmly established as the means of organising things on the committee, and communication with the members improved in 2000.

There are now two broadcast email lists. The first list is the full list. This has all members who have given us their email. To this list is sent information on meetings on the Thursday before the meeting. Some problems were experienced in 2000 with getting these out on time. This full list is also used to advise members of full-time jobs.

Members who have entries in the *Editorial Services Directory* are also (if they have an email address) on the second list (ESD list). This email list has seventy people who are actively seeking

contracts. To this list are posted part-time jobs and any contract work.

While there were only a total of four jobs in 2000 across both lists, now that we have the mechanism in place we can start to push this service to the people with the work. I anticipate a problem if we get more than one full-time position per week. At that point I expect that members will call for a way to opt out of the full list.

Members who have been missing out on these emails should send me an email (white@msn.com.au).

The website

The address for our website is <http://users.bigpond.com/SocEdNSW/>

Prices for the Bigpond service that we use are now \$ 7.64 per month. For this we get one email address and 5 MB of space for our website. We use about 3 MB.

The membership form on the website is becoming increasingly popular with new members. Three used it in 1999, twenty-eight in 2000 and five so far to February 2001 (<http://users.bigpond.com/SocEdNSW/membersh.htm>).

As a result of one of our members' meetings in 2000 the website ended up with the detail on the following page: <http://users.bigpond.com/SocEdNSW/courses.htm> This has the various editing courses that may be of interest to members and people who want to become editors.

Cascading style sheets (CSS) wasted a bit of time this year. The main problem was for people using Netscape 4.x. This browser does not ignore CSS, but it also does not implement it correctly. In November I came across a way of restricting our CSS to these browsers. The result is a cleaner look in Internet Explorer 3, 4 and 5 and in Netscape 6, but it admittedly still needs some work.

The directory

The *Editorial Services Directory* can be found at <http://users.bigpond.com/SocEdNSW/esd/>

From July 1999 to October 2000 there were 734 visits to the directory (as of 7 February 2001 this number had reached 1122). Some of the jobs that we have emailed out to the lists were from people who visited the directory first and then contacted us afterwards to ask for the email.

As a result of the directory update in February 2001, the following note will

appear on the Jobs Email List: Contract and other job opportunities are advised to members using a number of email lists. People with jobs to fill should send the details via email SocEdNSW@bigpond.com

There is now a complete copy of the ESD, without the Java table of contents. This plain version of the directory is found at <http://users.bigpond.com/SocEdNSW/esd/plain/> This allows people in the directory to quote their URL, for example, http://users.bigpond.com/SocEdNSW/esd/plain/winhelp_.htm This URL reaches my page, without loading the reference to the other pages. There is a button [Contents] to get back to the other version.

Contact with other organisations

Links with other organisations—such as the Australian Publishers Association (APA), Galley Club, the Australian Society of Authors and the NSW Writers' Centre—continue to be effective for mutual promotion of each other's meetings and other events. We

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Wordbreak

Do you know the meanings of these words? The answers are on page 10.

Rallentando

- A sweet sherry
- A musical direction
- A papal treasurer

Asyndeton

- A learnt introduction
- Use of words to imitate sounds
- Omission of a conjunction

Scouser

- A two-handled mug
- A dandelion-like plant
- A native of Liverpool, England

Makarrata

- A peacemaking ceremony
- A marsupial mole
- A loose-fitting cloak

Pygopagus

- A spherical aberration
- An ancient Greek tribunal
- Joined at the buttocks

Alan Eason

2000 annual report issue

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participated in the Independent Publishers Association Book Fair held by the NSW Writers' Centre's Writing Festival in October. Contact with other State societies continues through CASE and the work on national standards, and the exchange of newsletters continues to provide a valuable line of communication during the year.

Finances

Janice Beaven, treasurer

Expenses in general

The society finished its reporting year in a good position financially. Our assets total \$23 340, an increase of \$4183 over the figure at the end of last year. Our surplus can be substantially attributed to membership income. This has jumped from \$8250 to \$14 130, but may just represent a speedier rate of renewals.

The directory

On the balance sheet you will notice that we have received a good income from fees for inclusion in the new directory. However, the accountant has determined that it belongs to next year's story. We have done less well with sales of the directory in 2000, with a decrease from \$690 to \$390. Both these aspects of the financial life of the directory may relate to the value of our website.

Meetings

This year's meetings expenses at \$8608 are so much more than last year's (\$5027) for a number of reasons. Because our regular meeting venue was on the fifth floor of a security building, we employed a security guard to ensure members had access to the building and the lift. This added \$500 to costs of room hire. There are a couple of airfares included here. One brought the speaker to our presentation of life memberships and the other is our share of travel costs for one of the committee meetings on national standards. The total figure for 2000 venue hire also includes \$1256 for accommodation for the national standards committee meeting in October. We have been reimbursed for \$303 of this from other State societies and expect

further contributions totalling \$772.

Blue Pencil

Mailing costs for the newsletter were \$272 less than in 1999 but printing costs were \$652 more.

The financial affairs of the society have been audited by Benbow and Pike (on pages 5-9).

2001 committee nominations

All positions are open to nominations and there are plenty of opportunities to help the society better serve your needs.

A nomination form has been included with this issue of *Blue Pencil*. You may nominate yourself for any position, but if someone nominates you, you must sign the form to indicate your acceptance. You can give the form to the secretary, Merry Pearson, on the night, preferably before the start of the meeting.

Committee positions

Here's a list of the duties associated with the positions.

President

Observe the management of the society in accordance with the constitution; chair general and committee meetings; represent the society.

Vice president

In the absence of the president, chair general and committee meetings and assume duties of the president.

Secretary

Maintain the records of the society; take the minutes of general and committee meetings and distribute them to committee members; draft, send and receive society postal correspondence and answer voicemail. This position puts you directly in touch with members and with people looking for editorial services.

Membership secretary

Receive and process membership applications and subscriptions; maintain a database of members' names and addresses; print labels for the newsletter and other mailings.

Treasurer

Manage all monies, accounts, receipts and bookkeeping for the society; prepare a financial statement for the auditor and the annual general meeting.

This position is good practice for running your own financial affairs efficiently and an opportunity to learn about the principles of bookkeeping and financial management.

Catering officer

Many members feel this is the most important position on the committee, but it's by far the easiest. It consists basically of remembering to make some phone calls each month to order the food and wine, to advise the venue coordinator of how many to set up for and then to be there to make sure all goes well.

Newsletter editor/team

Produce the society newsletter; assemble and edit copy; and arrange typesetting/page layout, printing, packaging and posting of each issue. This role also includes liaison with the society's website coordinator. In the past year the newsletter assistant has contributed by helping with editing copy and mailing. But it's up to the newsletter team to work out who does what to make it work.

Publicity officer

Promote the society; publicise its activities and the editing services offered by members; liaise with the media.

Website coordinator

Maintain and update the society's website.

Meetings coordinator

Arrange appropriate speakers for the society's monthly meetings.

Training coordinator

Arrange the society's training activities.

Marketing officer

This is a new position that will involve marketing the services of our members and working out what issues might best be tackled by marketing as a society rather than as an individual, and more.

General committee members

Attend and contribute to committee meetings; accept duties or act for other committee members as may be required.

Other ways to be involved

Running the society and carrying out its varied activities take more than a handful of committee members. People are also needed to contribute to working groups, particularly on standards and accreditation issues, meetings and training.

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF

SOCIETY OF EDITORS (NSW) INCORPORATED

Scope

We have audited the financial report of the Society of Editors (NSW) Incorporated, being a special purpose financial report, for the financial year ended 31 December 2000, consisting of the statement by members of the committee, balance sheet, income and expenditure statement and notes to and forming part of the financial statements. The committee is responsible for the financial report and have determined that the accounting policies used are appropriate to meet the needs of the Associations Incorporation Act 1984 (NSW) and the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on them to the members. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act 1984 (NSW). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion the financial report presents fairly in accordance with the accounting policies described in Note 1 to the financial report the financial position of the Society of Editors (NSW) Incorporated as at 31 December, 2000 and the results of its operations for the year then ended.

Benbow & Pike
Chartered Accountants
13/263 Alfred Street (North)
North Sydney NSW 2060
Benbow & Pike
Chartered Accountants

G. J. Abrams
Partner

Sydney, 1 February 2001

SOCIETY OF EDITORS (NSW) INCORPORATED

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee have determined that the society is not a reporting entity.

The committee have determined that this special purpose financial report should be prepared in accordance with the accounting policy outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report:

1. Presents fairly the financial position of the Society of Editors (NSW) Incorporated as at 31 December 2000 and its performance for the year ended on that date.
2. At the date of this statement there are reasonable grounds to believe that the Society of Editors (NSW) Incorporated will be able to pay its debts as and when they fall due

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

Shelley Kenigsberg
President

Janice Beavan
Treasurer

Dated: 1 February 2001

SOCIETY OF EDITORS (NSW) INCORPORATED

BALANCE SHEET
AS AT 31 DECEMBER 2000

	2000	1999
	\$	\$
Current Assets		
Cash		
Bank Account	6,303.46	19,126.95
Deposit Account	19,996.89	-
Petty Cash Account	30.00	30.00
	<u>26,330.35</u>	<u>19,156.95</u>
Receivables		
Prepayments	<u>130.00</u>	<u>-</u>
Total Assets	<u>26,460.35</u>	<u>19,156.95</u>
Current Liabilities		
Amounts Received in Advance		
Registration Fee 2001	<u>3,120.00</u>	<u>-</u>
Net Assets	<u>23,340.35</u>	<u>19,156.95</u>
Members' Funds		
Accumulated Surplus	<u>23,340.35</u>	<u>19,156.95</u>

This statement should be read in conjunction with the accompanying notes.

SOCIETY OF EDITORS (NSW) INCORPORATED

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2000

	2000	1999
	\$	\$
INCOME		
Interest income	882.57	674.52
Meetings income	4,727.00	3,757.00
Membership fees	14,130.00	8,250.00
Register fees	530.00	1,280.00
Register sales	390.00	690.00
Training income	4,540.00	5,085.00
Other Income	495.60	274.80
	<u>25,695.17</u>	<u>20,011.32</u>
EXPENDITURE		
Administration expenses	943.22	761.07
Audit and statutory fees	562.00	435.00
Bank charges	68.10	79.56
<i>Blue Pencil</i>	5,074.83	4,708.37
Capital expenditure	-	-
Committee expenses	154.80	117.00
Meetings expenses	8,607.69	5,027.27
Miscellaneous	46.40	61.10
Promotion and marketing	440.00	
Register	34.25	1,676.39
Sponsorship/Prizes	607.60	1,253.00
Stationery and postage	860.61	1,029.79
Training expenses	4,112.27	3,739.12
	<u>21,511.77</u>	<u>18,887.67</u>
Surplus for the year	4,183.40	1,123.65
Accumulated surplus at the beginning of the year	<u>19,156.95</u>	<u>18,033.30</u>
Accumulated surplus at the end of the year	<u>23,340.35</u>	<u>19,156.95</u>

This statement should be read in conjunction with the accompanying notes.

SOCIETY OF EDITORS (NSW) INCORPORATED

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2000

Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (NSW). The committee has determined that the society is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act (NSW) and the following Australian Accounting Standards:

AAS 1	Profit and Loss or Other Operating Standards
AAS 3	Accounting for Income Tax
AAS 5	Materiality
AAS 8	Events Occurring After Reporting Date
AAS 17	Accounting for Leases

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on a cash basis and is based on historic costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

The following specific accounting policy, which is consistent with the previous period unless otherwise stated, has been adopted in the preparation of this financial report:

(a) Income Tax

The society accounts for income tax on a cash basis. Only non-member income of the society is assessable for income tax and only when it exceeds \$416. Member income is excluded under the principle of mutuality.

2000 COMMITTEE

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Immediate Past President: Cathy Gray

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Vice President: Michael Lewis

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Secretary: Merry Pearson

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Membership Secretary: Robert Pearson

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Email: joc_stu@dingoblue.net.au

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Marketing Coordinator: position vacant

Meetings/Publicity Officer: Terry Johnston

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Training Coordinator: position vacant

Website Coordinator: Bruce White

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General Members:

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Rhana Pike

Phone: (02) 9569 7831 (h)

(02) 9562 5317 (w)

Fax: (02) 9569 1641 (h)

Email: rhanap@ozemail.com.au

NOTICEBOARD

What are you waiting for? Market yourself!

The May issue of *Australian Bookseller and Publisher* will feature advertising by freelancers to promote their services to book publishers! Contact Joanne Shiells on (03) 9245 7380 or at joanne.shiells@thorpe.com.au to be included.

Independent contracting receipts

For all those who bought *Independent Contracting: Succeeding as a Contract Professional in Australia* at the society's February meeting and did not receive a receipt, could you please contact Kate Robinson at blacrobi@apanet.com.au

Wordbreak answers

From page 3.

Rallentando

b. Musical direction, meaning slowing down gradually. Italian, pr.p. of *rallentare*, to slacken.

Asyndeton

c. The omission of a conjunction between words, phrases or clauses. 'And dreams of home/Waving from window, spread of welcome/Kissing of wife under single sheet.' (W. H. Auden, 'The Wanderer').

Scouser

c. A person from Liverpool, or the dialect spoken in and around Liverpool. From *lobscouse*, a sea dish.

Makarrata

a. In some Australian Aboriginal tribes, a peacemaking ceremony marking a resumption of normal relations after a period of hostilities.

Pygopagus

c. The *SMH*'s 'Good Weekend', 7 October 2000: 'Born in North Carolina in the mid-19th century, Millie and Christine McCoy were pygopagus twins (joined at the buttocks) known as the Two-Headed Nightingale for their song and dance routine.'